

ADHD

EXERCISES

30 Practical Exercises to Improve Focus, Impulsivity, and
Emotional Control

Steven Harrison

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Join the Journey!

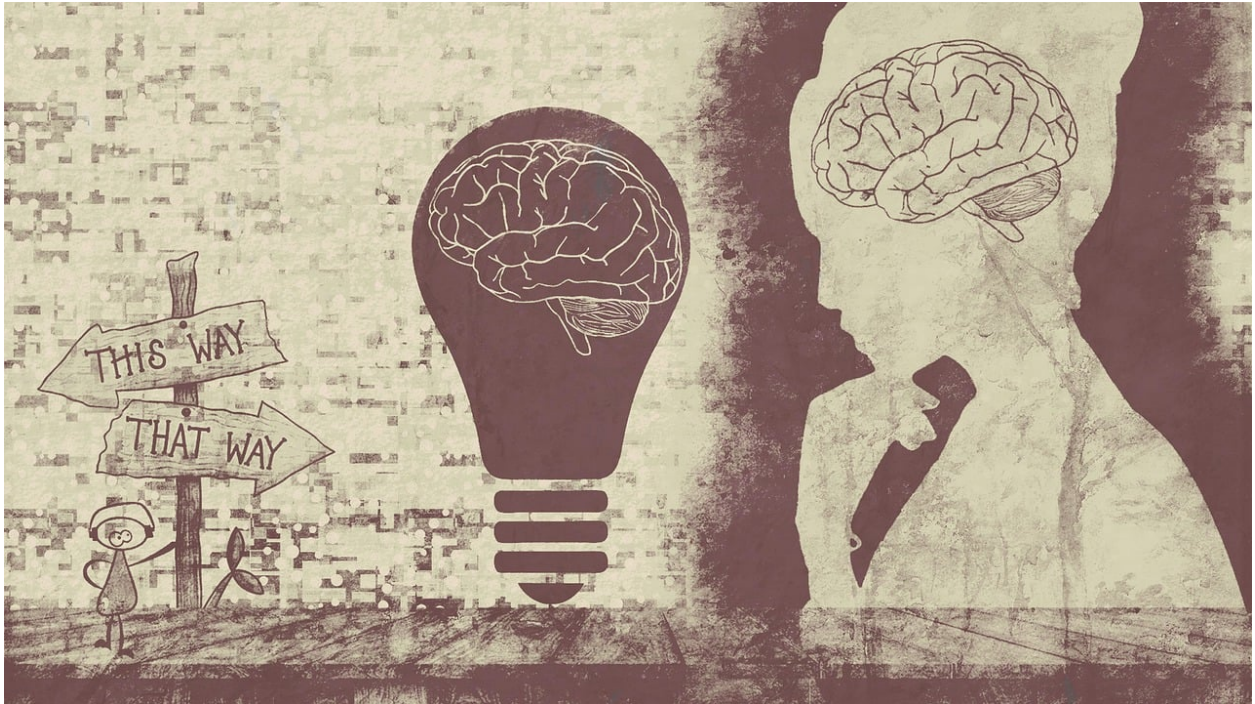
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Together, we can support each other, grow, and make a difference!

Introduction



If you're reading this book, chances are you're wondering if your experiences with focus, impulsivity, or emotional regulation are related to ADHD, or if you're just looking to improve your daily life and create more structure. Whether you're here because you suspect you have ADHD or you're simply looking for practical tools to improve the way you approach your daily activities, I want to start by reassuring you: this journey is not about "fixing" something that isn't broken, but about understanding and embracing the unique ways you interact with the world. It's about discovering strategies that help you manage the things that make your day more difficult, capitalizing on the things that make you unique.

ADHD Exercises is designed to help you create awareness, develop new skills, and find solutions that can bring clarity, control, and confidence into your life. If you've ever felt overwhelmed by the constant noise in your head, found yourself distracted by the smallest detail, or struggled to

complete tasks close to your heart, this book offers a path to making sense of those experiences and gaining more control over them.

Before we dive into the exercises, it's important to clarify a few things.

This book is not a substitute for a professional diagnosis

This book is not intended to diagnose or treat ADHD. It's a guide to help you understand how ADHD traits manifest in your life and to explore strategies that can help you overcome the unique challenges associated with it. While the exercises in this book will help you create awareness and introduce you to practical techniques, a professional evaluation by a doctor or therapist is crucial if you suspect you have ADHD. The tools in these exercises can complement any professional support you may be looking for, but they are not a substitute for the expertise of a qualified specialist. ADHD is a condition that varies widely from individual to individual, and only a professional can give you a comprehensive assessment and treatment plan tailored to your needs.

Understanding ADHD

ADHD, or Attention Deficit Hyperactivity Disorder, is often misunderstood. It's a term that can carry a lot of misconceptions: maybe you've heard it used in a negative context, or maybe you've wondered if your personal experience fits the label. But it's essential to recognize that ADHD isn't a "disease," nor is it something to be ashamed of. ADHD is a difference in neurodevelopment, which can make certain aspects of life, such as concentration, time management, and emotion regulation, more challenging. However, it can also be linked to strengths such as creativity, energy, and the ability to think outside the box.

It is important to note that ADHD presents differently in each individual. Some may struggle with attention, others with impulsivity, and some with emotional regulation. Some may experience all of these traits to varying degrees. There is no single "ADHD experience." Instead, ADHD exists on a spectrum, with individuals exhibiting a range of symptoms and strengths that are unique to them. This diversity is one of the reasons why ADHD is often misunderstood or underestimated, particularly in adults who have developed coping mechanisms that can mask the full picture. It is

crucial to approach ADHD with empathy, towards oneself and others, and understand that everyone's path with it is different.

This book aims to promote that empathetic approach to yourself. The exercises are designed to help you explore your behaviors, emotions, and patterns with curiosity, not judgment. We'll focus on what works for you and what might hold you back. And through this exploration, we'll discover ways to better manage challenges by embracing the unique qualities that make you who you are.

How this book works

This book is divided into three levels, each with a specific goal and purpose. It is designed to guide you step-by-step, building your understanding and equipping you with progressively more effective tools to address the challenges of ADHD. You don't have to rush the exercises: take your time, reflect and be patient with yourself. The goal is not perfection; it is progress.

Here's a brief overview of what you'll encounter:

Level 1: Initial Awareness (Exercises 1-10)

In this first level, the goal is to build awareness of one's own patterns and behaviors. You will explore the ways in which attention, impulsivity, organization, and emotional regulation manifest themselves in your life. By recognizing these patterns, you can begin to see how they can affect your daily activities, relationships, and work life. This self-awareness is key to understanding which areas to focus on in order to improve.

Level 2: Hands-on experimentation (exercises 11-20)

Once you have some awareness of your behaviors, it's time to put that knowledge into practice. Level 2 offers simple and practical strategies that you can experiment with. You'll learn ways to improve your focus, manage your time better, and regulate your emotions more effectively. These exercises are used to try out new techniques and observe how they work in real-life situations. There is no need for perfection, but only to explore.

Level 3: Strengthening skills (exercises 21-30)

The final level is where we consolidate the skills we have learned and put them into more complex everyday situations. These exercises will help you take the strategies that worked best for you in

Level 2 and apply them to your routine in a way that feels natural and sustainable. In this phase, you will refine your approach and make your skills part of your daily life.

Using this book

It is important to approach this book with flexibility. There is no right or wrong way to perform these exercises; You can choose to complete one exercise per day or take your time with one per week. The key is consistency and it's okay if some exercises take longer than others. Be patient with yourself: ADHD affects everyone differently, so give yourself the grace to experiment and find out what works best for you.

It's also helpful to keep a journal as you progress through the exercises. Whether you jot down your thoughts, track your challenges, or sketch out your reflections, this journal will serve as a valuable tool for noticing patterns, tracking your progress, and gaining deeper insights into your behaviors. If you don't feel like keeping a journal, you can use the spaces provided at the end of each chapter to jot down your thoughts or take notes in the exercises themselves.

Above all, remember that this is a journey. It is progress, not perfection. Some exercises will seem easier than others, and that's okay. Each step you take brings you closer to a deeper understanding of how ADHD affects your life and how you can deal with it more effectively.

Why This Book Will Be Helpful

So, why is this book different? The difference lies in the combination of self-reflection, practical tools and gradual development of skills. ADHD can sometimes feel like an overwhelming collection of scattered thoughts, chaotic moments, and feelings of being "behind" or "lost." But the exercises here help you create a structure in small, manageable pieces. Over time, you'll see that the strategies you learn don't just address part of ADHD, but help you shape how you approach life as a whole. You'll learn how to approach your goals, relationships, and day-to-day responsibilities in ways that make sense to you.

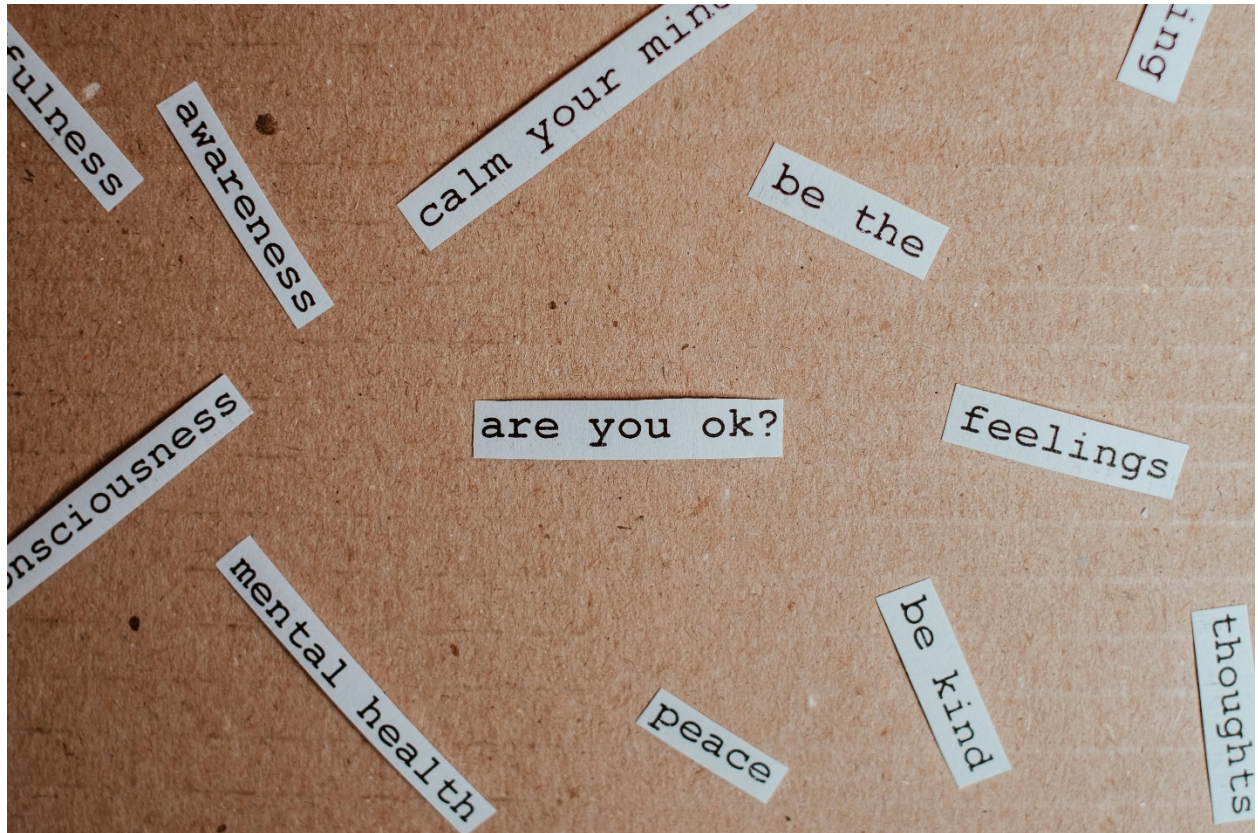
The exercises are designed to build on each other. As you progress through each level, you'll find that you're becoming more aware of your trends, better equipped with the tools to manage them, and more confident in your ability to create lasting change. By the end of this book, you'll have a personalized strategy kit to put into your life.

The key to success on this journey is commitment to yourself. Approach this book with an open heart and mind, and give yourself the space to grow, learn, and adapt. ADHD doesn't define you, it's part of how you experience the world, but it doesn't limit your potential. This book is a guide to help you live with intention, mindfulness, and greater self-control, one step at a time.

Let's start this journey together.

Level 1: Initial Awareness

"Everyone is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing it is stupid."



Welcome to **Level 1: Initial Awareness**. This is where we begin to lay the groundwork for understanding your relationship to ADHD, specifically, how it manifests in your daily life and affects your focus, organization, emotional regulation, and impulsivity. At this level, the goal is to start noticing patterns in your behavior, how they affect your day, and how you might begin to shift your awareness around them.

ADHD doesn't look the same for everyone, and there are no one-size-fits-all solutions. Your unique experience with ADHD is valid, and understanding your specific patterns is the first step in learning how to navigate them more effectively. By the end of this chapter, you should have a clearer idea

of what's going on in your brain and how ADHD might manifest in your life. This self-awareness is crucial because, once you recognize the things that challenge you the most, you can start applying practical tools to make daily life a little easier.

Each of the exercises in this level is designed to help you pause, reflect, and become more aware of the ways in which your brain and behavior interact with the world around you. Through these exercises, we will begin to identify patterns that help or hinder your success, whether it is in work, relationships, or personal projects. Think of this as an exercise in mindfulness: becoming present with your thoughts, actions, and reactions.

To get the most out of this section, I encourage you to be as honest with yourself as possible. There are no right or wrong answers, and there is no need to be critical of oneself. ADHD, as we discussed in the introduction, is not something to be ashamed of. It's part of your unique cognitive and emotional makeup. By accepting where you are today, we can start working towards where you want to be tomorrow.

Level 1 exercises will help you tune into the natural tendencies of your mind, particularly when it comes to distraction, emotional regulation, and focus. You'll begin to identify the ways your attention shifts, what takes you away from your tasks, and where your mind often goes when you should be focusing. You'll also begin to see how your emotions can play a role in your concentration and decision-making.

This level isn't about forcing yourself into a new way of thinking; it's about noticing what's happening right now so you can make more informed decisions in the future. So, let's start with two simple yet powerful exercises designed to raise awareness: *The Distraction Journal* and *The Attention Stopwatch*.

Exercise 1: The Distraction Journal

Objective:

The goal of this exercise is to start creating awareness around your distractions. ADHD often manifests as a tendency to be easily distracted, sometimes by internal thoughts, external stimuli, or even emotional changes. The distraction journal helps you identify what's taking you away from your tasks so you can start to take control of your focus and minimize interruptions.

Why it matters:

When you're distracted, it's easy to lose track of time, forget important tasks, and feel frustrated or overwhelmed. But understanding what distracts you is the first step to managing it. Is it the phone ringing sound? A sudden thought about something unrelated? Emotional stress? Food? Once you know what's constantly distracting you, you can develop strategies to manage these distractions more effectively.

Step-by-step instructions:

1. Choose a task to focus on:

Start by selecting a task you're working on, something that needs your attention. It could be anything: writing an email, cleaning a room, studying, or even having a conversation. Choose an activity that you think is relevant to your day.

2. Set a Timer:

Set a timer for 10-15 minutes. This will be your window of focus. During this time, make sure you stay focused on the task as best you can. You can use a kitchen timer, your phone's clock, a virtual assistant like Alexa or Siri, or an online stopwatch. If you're distracted, try leaving your phone in another room or setting it to "Do Not Disturb" mode.

3. Record Every Distraction:

As you work on your task, whenever you notice your attention wandering or your concentration breaking, take note of what distracted you. Be specific: Did you hear a sound? Has your mind wandered to a different thought? Did you read but weren't focused? Did you feel an emotion that made you want to stop? Write it down in your journal. Don't worry about judgment, just observe.

4. Note the models:

After the timer goes off, take a few minutes to review the distractions you've recorded. Are there any patterns? Do certain types of distractions occur more frequently? For example, you may notice that you get distracted every time your phone rings or that your mind starts to wander to personal concerns when you feel anxious.

5. Reflect on the experience:

After completing the exercise, ask yourself the following questions:

- What types of distractions seem to take me away from my tasks?
- How do these distractions affect my productivity and mood?

- Were there any moments when I was able to bring my attention back to the task at hand?
What helped me to do it?

6. Repeat over time:

Make it a habit to keep your distraction journal handy whenever you're working on tasks that require focus. Over time, you'll start to see clear patterns emerge and be able to identify distractions before they become problems.

Questions for reflection:

- What are the most common types of distractions for me?
- How do I feel emotionally when I get distracted? Frustrated? Astonished? Raised?
- Can I see any specific triggers that lead to my distractions?

A practical tip or a trick to apply in everyday life:

An easy way to start reducing distractions is to create a designated "focus zone" for your activities. This could mean silencing your phone, closing unnecessary tabs on your computer, or storing items that tend to distract your attention. By creating a physical and digital space that minimizes disruption, you're setting yourself up for success before you even start.

Here is a template that you can use, write in a notebook :

Distraction Journal Template

Date: _____

Time: _____

Task: _____

Distraction: _____

Internal distractions:

- **Thoughts:** _____ (e.g., worrying, daydreaming, planning)
- **Emotions:** _____ (e.g., anxiety, boredom, frustration)
- **Physiological needs:** _____ (e.g., hunger, thirst, fatigue)

External distractions:

- **Environment:** _____ (e.g., noise, temperature, footprint)
- **People:** _____ (e.g., conversations, interruptions)
- **Technology:** _____ (e.g., phone notifications, social media)

Impact:

- How did this distraction affect my concentration? _____

- How has this distraction affected my productivity? _____
- How did this distraction affect my mood? _____

Exercise 2: The Attention Clock

Objective:

The attention stopwatch exercise is designed to help you observe how long you can maintain attention on a task before your mind starts to wander. It's normal for attention to fluctuate, especially for those with ADHD. The key is to recognize these changes and become more aware of when and why they happen. This exercise helps you pinpoint your attention span so you can work on improving it over time.

Why it matters:

ADHD often affects a person's ability to maintain sustained concentration on a task for long periods. Many people with ADHD experience what's known as "attention drift," in which their attention gradually shifts or "moves away" from the task at hand without even realizing it. Using the attention clock, you will begin to recognize these changes from the beginning and practice bringing your attention back to the task. This skill can help you increase your productivity and reduce the feeling of being "all over the place."

Step-by-step instructions:

1. Select a task:

Choose a simple activity that requires constant attention. This could be reading a chapter from a book, completing a work task, or even doing household chores. Choose something that you would like to focus on for an uninterrupted period.

2. Start the stopwatch:

Start your activity and start a stopwatch (you can use your phone or any other timing device). Your goal is to stay focused on the task for as long as possible without interruption. Whenever your mind starts to wander or you feel the need to do something else, stop the timer.

3. Write down the time:

Take note of how long you were able to stay focused. Write down the time in your journal or on the page where you're recording your exercises. Don't worry if you only lasted a few minutes, just look.

4. Identify the moment when your focus shifted:

- When you stop the timer, ask yourself:
- What was I thinking about when my focus shifted?
- Was there an emotional reaction (boredom, frustration, excitement) that caused the drift?
- What was the distraction or specific thought that led to my focus shifting?

5. Try to extend the time:

On your next attempt, try to beat your previous time. Use the same activity or choose a new one. See if you can stay focused a little longer by creating conditions that minimize distractions. Over time, you'll start to notice improvements in your ability to maintain attention.

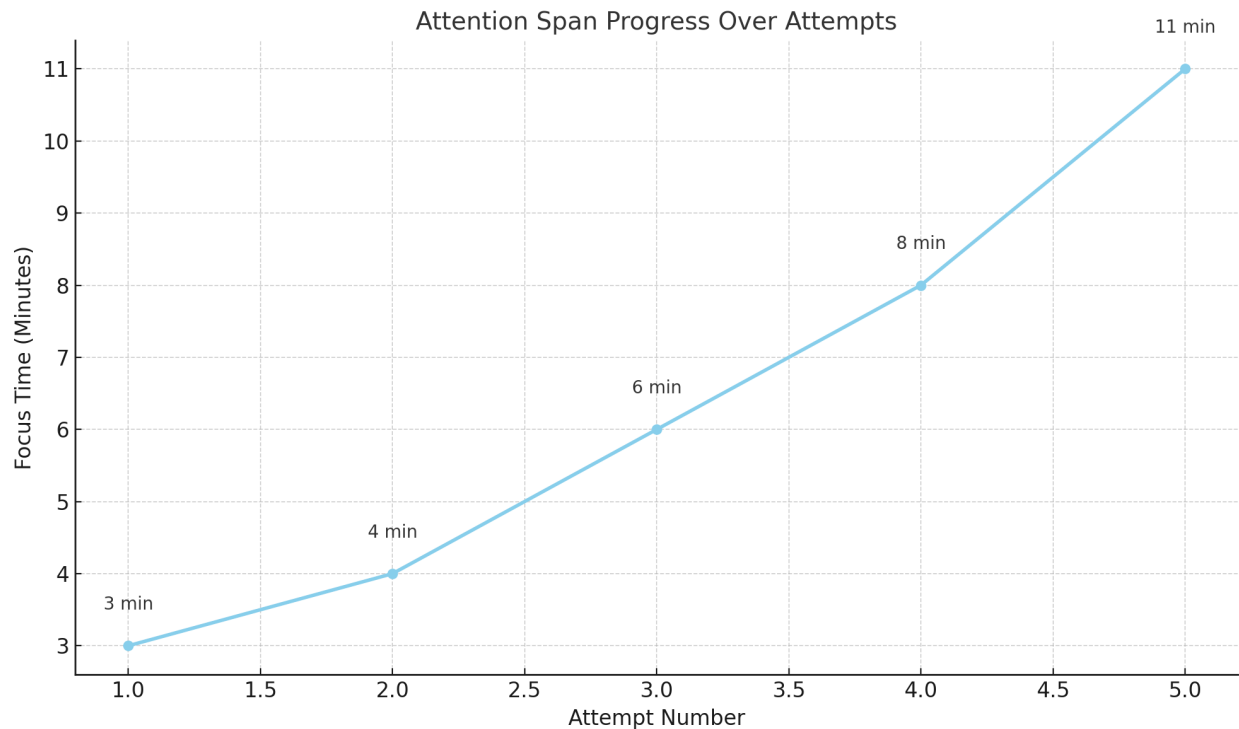
Questions for reflection:

- How long was I able to concentrate before my attention shifted?
- What was I thinking about when I lost focus? Were there external or internal distractions (thoughts, emotions)?
- How did I feel when I realized I had lost focus? Was I feeling frustrated, or was it just a natural part of the process?

A practical tip or a trick to apply in everyday life:

If you're struggling with long tasks, try breaking them down into smaller segments. Set a timer for 25 minutes to focus on a task, then take a 5-minute break. The structured break can help reset your focus and prevent you from feeling overwhelmed by the duration of the activity. This technique allows you to stay focused without exhausting yourself.

Here's a visual chart that might clarify how your concentration improves with each attempt:



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Element	Description
Line	Focus time (in minutes) achieved on multiple attempts.
Data Points	Focus time (minutes) at specific number of attempts (e.g., 3 min, 4 min...).
X-axis	Number of retries
Y-axis	Focus time (minutes)

Exercise 3: The impulsivity scale

Objective:

The goal of this exercise is to help you become more aware of impulsiveness in your thoughts, actions, and decisions. Impulsivity is a key symptom of ADHD and often manifests as acting without thinking or making decisions on the fly without considering the consequences. The Impulsivity Scale is designed to help you identify when and how you act impulsively and to assess how much control you have over your impulses in various situations.

Why it matters:

For people with ADHD, impulsivity isn't just about making quick decisions; It often manifests itself in smaller, seemingly insignificant ways that can add up. It could be blurting something out in a conversation, jumping into a new project without fully understanding it, spending money on something unplanned, or reacting emotionally without thinking first. These moments may not seem like a big deal on their own, but over time, they can affect your relationships, work, and overall well-being. Recognizing impulsivity can help you learn to pause, reflect, and gain more control over your actions.

Step-by-step instructions:

1. Choose a situation to focus on **Start** by thinking about a situation where you've been impulsive recently. It could be something small, like buying something you don't need, or something bigger, like starting a new project without preparing. The goal is to identify the moment when your impulse took over.

2. Assess your impulsivity on the scale:

For this exercise, we will use a scale of 1 to 10 to assess the level of impulsivity you felt during that situation:

Level of impulsivity	Description
Low impulsivity (1-3)	You were able to stop and think before you acted.
Moderate impulsivity (4-6)	You acted fairly quickly, but had some awareness or hesitation before making the decision.
High impulsivity (7-9)	You acted almost immediately, without thinking too much about it, and you didn't really stop to consider the consequences.
Extreme Impulsivity (10)	We acted without thinking and the decision was almost automatic.

3. Reflect on the situation:

Once you've assessed your level of impulsivity, reflect on the moment. Ask yourself:

- What did you think about before acting impulsively?
- Have you felt strong emotions (e.g., excitement, frustration, anxiety) that pushed you towards this action?
- How did impulsive action affect the situation? Were there any negative consequences or was it harmless in the end?

- In hindsight, would a more thoughtful approach have been better? Why or why not?

4. Consider what could have helped:

Now, think about how you could have handled the situation differently. How could you slow down or stop before acting? For example, could you have counted to 10 before speaking, checked in with a trusted friend before making a decision, or took a deep breath to give yourself more time to process your emotions?

5. Repeat over time:

Continue to use this Impulsivity Scale whenever you notice impulsive action. Keep track of your assessments and reflections in your journal. As you perform this exercise more frequently, you will begin to notice patterns, such as situations or emotions that tend to trigger impulsive actions.

Questions for reflection:

- When did I last act impulsively? What was the situation and what did I do?
- How did I feel during the impulsive action? Was there an emotional trigger (e.g., stress, excitement, boredom, anger)?
- Was there any relapse or unintended consequence from my impulsive decision?
- Looking back, what would have helped me make a more thoughtful choice at that time?

A practical tip or a trick to apply in everyday life:

A simple but effective technique for managing impulsivity is creating a "pause ritual." The next time you feel the need to take action, try taking three deep breaths, counting to 10, or step away from the situation for a few moments. This short break can give your brain the time it needs to shift gears and consider your choices before making a move. In situations where immediate action is not necessary (e.g., responding to an email or social media post), tell yourself to wait five minutes before deciding. By introducing these small delays, you will give yourself more time to assess the situation and reduce the chances of making impulsive decisions.

Exercise 4: The Wheel of Emotions

Objective:

The Wheel of Emotions exercise is designed to help you become more aware of your emotional responses and how they may be related to your actions, impulsivity, or attention. For many people with ADHD, emotions can feel like they're taking over, whether it's sudden frustration, excitement,

or anxiety. These emotional swings can affect your focus, productivity, and behavior, sometimes without you realizing it. The Wheel of Emotions helps you better understand what you're feeling and why, allowing you to build emotional awareness and regulate your reactions more effectively.

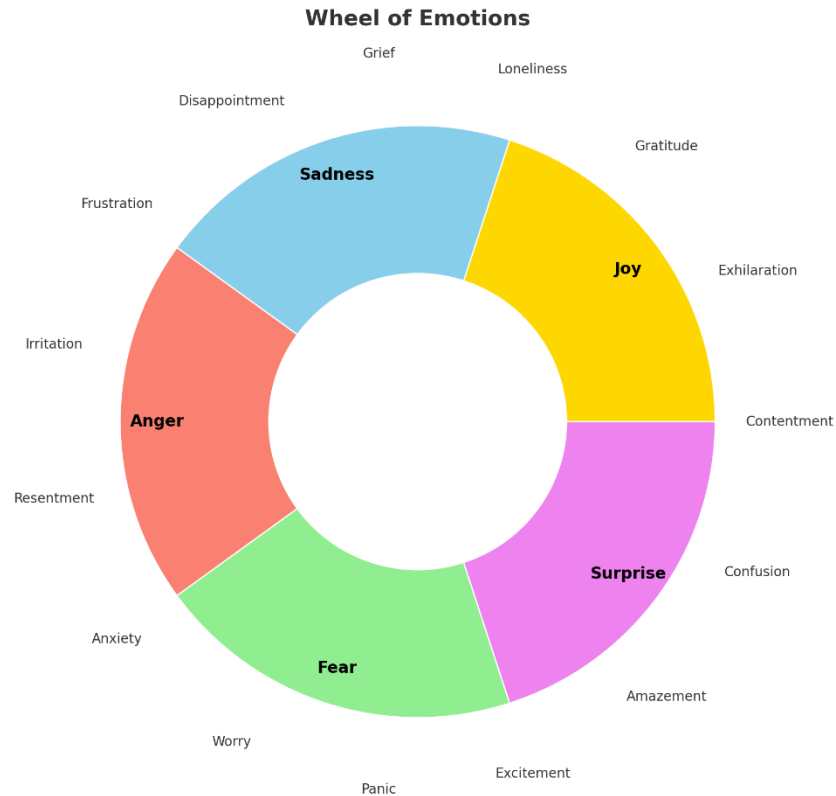
Why it matters:

Emotional regulation is a key challenge for people with ADHD. Emotions can often hijack our focus and decision-making, especially if we don't take the time to acknowledge them. For example, if you feel overwhelmed with frustration during an activity, that feeling can quickly escalate, causing you to abandon the activity or react impulsively. Alternatively, excitement or enthusiasm can cause you to dive into a new project without considering whether it's the right time or if you're in the best mindspace to do it. By getting more in tune with your emotions, you can improve your ability to self-regulate and make decisions that align with your long-term goals.

Step-by-step instructions:

1. Review the Wheel of Emotions:

Check out the Wheel of Emotions (you'll find a printable version in the book or you can easily find one online). The wheel includes a variety of emotions, organized by categories such as joy, sadness, anger, fear, and surprise. There are also more specific emotions within each category (for example, under "joy," you might find "contentment" or "euphoria").



2GPT

2. Identify your current emotional state:

The next time you're experiencing an intense emotion, whether it's anxiety, frustration, joy, or anything in between, stop for a moment and check in with yourself. Look at the wheel and identify which emotion best describes what you're feeling. Try to be as specific as possible. Are you angry or irritable? Are you sad or lonely? The more precisely you can give a name to the emotion, the easier it will be to work with it.

3. Assess the intensity of the emotion:

Once you've identified your emotion, rate the intensity of your emotion on a scale of 1 to 10. A 1 could indicate a slight feeling of irritation, while a 10 could represent an intense and overwhelming emotion. This assessment can help you gauge how much the emotion is affecting your ability to think clearly or make decisions.

4. Reflect on the situation:

Ask yourself:

- What triggered this emotion? Was it a situation, a thought, or a physical sensation?
- How does this emotion affect my ability to stay focused or organized?

- Do I feel the urge to act impulsively because of this emotion? If so, what is that impulse trying to tell me?
- How would I like to feel right now? Is there a way to welcome this emotion and turn it into something positive?

5. Try an Emotional Regulation Technique:

Depending on the emotion you identified, try one of the following emotional regulation techniques:

Emotion	Coping strategies
Anxious or overwhelmed	Take a few deep breaths, practice mindfulness, or step away from the task for a short break.
Frustrated or angry	Engage in physical activity, write down your thoughts, or talk to someone you trust.
Sad or disconnected	Set aside time to do something that nourishes you, such as sitting in your favorite spot, calling a friend, or practicing self-compassion.
Excited or overly enthusiastic	Ground yourself by focusing on your current task, writing down your ideas for later, or remembering to slow down.

6. Track your emotional awareness:

Keep track of your emotions throughout the day. You can use the Wheel of Emotion to keep track of the feelings you have, assess their intensity, and note what techniques you use to manage them. Over time, you'll begin to see patterns in your emotional responses and identify which emotions tend to get in the way of your goals or focus. This self-awareness will help you respond to your emotions with greater intentionality and control.

Questions for reflection:

- What is the emotion that I identified the most today? Was it something I expected or was it a surprise?
- How intense was the emotion? Did it feel overwhelming or was it easier to handle?
- How did my emotional state affect my concentration, behavior, or decisions?
- Which technique worked best to help me regulate my emotions, and how can I use it more in the future?

A practical tip or a trick to apply in everyday life:

A quick and effective way to start building emotional awareness is to practice checking in with yourself several times a day. Set a timer or reminder to stop and ask yourself, "How am I feeling right now?" By taking a regular break to identify your emotional state, you can gain more control over how emotions affect your actions. This simple practice can help you recognize when an emotion is escalating and give you the opportunity to use techniques to stay centered.

Exercise 5: Daily Priorities

Objective:

The purpose of this exercise is to help you develop better organizational skills by identifying and prioritizing tasks that need to be completed each day. One of the challenges of ADHD is managing multiple tasks at once, especially when it's difficult to distinguish what's most important or urgent. Exercising daily priorities will help you gain clarity about your daily responsibilities, allowing you to focus on what really matters and reduce the overwhelm that comes with feeling like you're juggling too many things at once.

Why it's important:

When managing ADHD, one of the best tools available is the ability to prioritize. Without clear priorities, everything can seem important, which makes it harder to know where to start. This can lead to procrastination, decision fatigue, and frustration. Exercising daily priorities will help you avoid this by breaking down your day into clear tasks and goals. By focusing on the most important elements first, you will feel a sense of accomplishment, which can motivate you to keep going throughout the day.

Step-by-step instructions:

1. Create your task list:

Every morning, take a few minutes to create a list of tasks that need to be completed. Write down everything that comes into your head, whether it's work, household chores, personal errands, or anything else you face. Don't worry about the order or importance at this point; Get it all out of your head and put it on paper or on your digital device.

2. Categorize tasks into urgent and important:

Once you have the complete list, categorize the items into two groups:

- **Urgent: Tasks** that require immediate attention or have a clear deadline. These are things like answering emails, making phone calls, or completing work assignments that need to be assigned today.
- **Important:** Important but not necessarily urgent tasks. These could include long-term projects, personal development goals, or regular activities that contribute to your well-being.

3. Prioritize your top three tasks:

From your "Urgent" and "Important" categories, select the three most important or urgent tasks you need to complete today. These are **your top three priorities** for the day. Write them at the top of your list or highlight them and commit to focusing on them first.

4. Break down larger tasks:

If any of the tasks you've identified seem overwhelming or unclear, break it down into smaller, more manageable steps. For example, if your priority is writing a report, break it down into steps such as "research topic," "outline key points," and "write the introduction." This will make the task less daunting and give you a clear path to follow.

5. Review and focus:

Throughout the day, refer to your list and tick off tasks as you complete them. When you finish a task, move on to the next task on the priority list. If you're feeling distracted, go back to the top three priorities and remind yourself of your focus. If new tasks come up during the day, consider whether they're urgent or important enough to make your Top Three.

6. End the day with a reflection:

At the end of the day, take a few minutes to review your progress. Have you completed your first three priorities? If not, is there a specific reason why and what can you do differently tomorrow? Reflecting on your successes and challenges will help you improve the process over time.

Questions for reflection:

- What was my most important task today and how did I feel when I completed it?
- Have I been distracted by less important tasks? How has this affected my progress in important ones?
- Were my tasks too big to handle in a day? How can I break down large tasks more effectively?
- What can I do tomorrow to make sure I stay focused on my priorities?

A practical tip or trick to apply in everyday life: start

the day with a short visual planning. Use a whiteboard, paper planner, or app to visually organize key tasks for the day. Assign different colors to urgent and important tasks to get a clear view of priorities. This approach will help you stay focused, avoid feeling overwhelmed, and move from one task to the next with greater awareness.

Here is an example of a priority table to help you with your daily tasks:

Time of day	Task 1	Priority 1	Task 2	Priority 2	Task 3	Priority 3
Morning (7:00 am to 11:00 am)	Reply to important emails	High	Plan your daily schedule	Medium	Morning exercise (e.g., walking)	Medium
Afternoon (12:00 - 16:00)	Team Meeting Preparation	High	Work on the final results of the project	High	Customer follow-up	Medium
Evening (from 17:00 to 21:00)	Review the progress of the day	Medium	Engaging in self-care activities (e.g., yoga)	High	Prepare for tomorrow (e.g., checklist)	Medium

Exercise 6: Habit Observation

Habits

, whether good or bad, play an important role in how we manage ADHD, as they often provide a sense of structure or lead to impulsive decisions without thinking too much about it. Often we don't even notice the small habits that shape our day. With ADHD, it's easy to slip into automatic behaviors that we don't consciously choose, whether it's procrastinating on important tasks, impulsively checking social media, or eating at irregular times. Through observing habits, you will begin to track these behaviors, identify patterns, and reflect on how they affect your daily life.

Why it matters:

Many ADHD-related challenges stem from habits we've developed over time, such as difficulty sticking to routines, poor time management, or easy distraction. By taking a step back and

looking at your habits, you can start making conscious changes that align with your values and goals. This awareness also allows you to replace unproductive habits with healthier alternatives, making it easier to stay focused, organized, and emotionally regulated.

Step-by-step instructions:

1. Create a habit tracking sheet:

Start by creating a simple habit tracker. You can use a printable tracker, an app, or even a piece of paper where you list the habits you want to observe. For example:

- Checking email or social media
- Procrastination of tasks
- Drink enough water
- Exercise
- Skipping meals
- Get enough sleep

Engage in mindfulness or relaxation techniques Every day, record whether or not you have performed each habit. This can be a simple "yes" or "no," or you can rate the habit on a scale (e.g., 1 to 5 for intensity or effectiveness).

2. Track your habits for a week:

For the next week, focus on tracking the habits you've identified. Every day, reflect on your behaviors and note if you have engaged in a particular habit. Be as honest as possible – this is for your awareness, not judgment. Don't worry if you skip a habit or make mistakes; Just look at the model.

3. Write down patterns and trends:

At the end of the week, review your habit tracker. Are there any patterns you notice? Do you tend to adopt certain habits at specific times of the day? For example, do you procrastinate more in the morning or skip meals when you're feeling stressed? Recognizing these trends will help you understand how your habits affect your productivity and emotional well-being.

4. Reflect on the impact of your habits: Ask yourself

:

- What habits are positively influencing my life and my ability to concentrate?
- What habits drain my energy, cause procrastination, or increase my stress?
- Are there any habits that I would like to change or replace with healthier alternatives?

- How do my emotional states (e.g., stress, anxiety, arousal) affect my habits?

5. Set a goal for adjusting a habit:

Based on your observations, choose a habit that you would like to change or improve. Create a simple and achievable goal for this habit. For example, if you find yourself procrastinating often in the morning, you might set a goal to start your day with a 5-minute activity before checking your email. Focus on small, manageable steps that make change sustainable.

6. Review and adjust:

At the end of next week, review your habit tracker again to see if you've made progress in your new habit. If you have been successful, celebrate your achievement! If not, reflect on what may have been challenging and adjust your approach. Changing habits is a process, and every step you take brings you closer to building healthier routines.

Questions for reflection:

- What habits did I find easy to track and which were the most difficult?
- Did I notice any habits I didn't realize I had? Were they positive or negative?
- How do my habits affect my mood, focus, and emotional regulation throughout the day?
- What small changes can I make to replace unnecessary habits with ones that align with my goals?

A practical tip or trick to apply in your daily life:

start by focusing on just one habit at a time. Trying to change too many things at once can feel overwhelming, especially if you have ADHD. Instead, choose a habit to observe and focus on gradually improving it. For example, if you want to improve your sleep schedule, try going to bed 15 minutes earlier each night. Once you have established this habit, move on to the next one. Small gradual changes are more likely to stick with you than to attempt a complete overhaul all at once.

Exercise 7: The Game of Sequence

Objective:

The purpose of this exercise is to help you build concentration, attention, and working memory by engaging in a series of sequences. ADHD can cause your attention to be diverted easily, and completing tasks that require focusing on different actions or steps is often difficult. The sequence

game encourages you to practice staying focused on multiple steps, improving your ability to concentrate and complete tasks.

Why it matters:

One of the most common challenges people with ADHD face is the inability to complete tasks, especially those that require multiple steps or sustained concentration. The Sequence Game is designed to develop this skill in a low-pressure environment. Whether you're trying to complete a complex project at work or just organize a routine job, breaking down tasks into manageable sequences can help you stay on track, reduce feelings of overwhelm, and complete tasks more efficiently.

Step-by-step instructions:

1. Choose your sequence: Start by choosing

a sequence to practice on. This could be as simple as listing the steps involved in making your morning coffee or arranging your bag before leaving the house, or as complex as describing the steps required to prepare a presentation. The goal is to start with a manageable sequence and then gradually move on to longer or more complex sequences.

2. Write down the steps:

Write down each step in the sequence, breaking down the process as much as possible. For example, if you're making coffee, the sequence might look like this:

- 1) Boil water.
- 2) Grind the coffee beans.
- 3) Place the coffee grounds in the filter.
- 4) Pour boiling water over the coffee grounds.
- 5) Wait for the coffee to brew.
- 6) Pour into cup.

Arrange the bag:

1. **Empty your bag:** Remove all items to see what's inside.
2. **Eliminate what you don't need:** throw away unnecessary receipts, expired cards, or unnecessary items.
3. **Pack the essentials:** Make sure you have your wallet, keys, phone, and other essentials.
4. **Add what you need for the day:** if you have to go to work, add documents or laptops; if you have a gym, wear clothes and a bottle of water.
5. **Organize items into compartments:** Put your most used items close at hand and less important ones in secondary pockets.

6. **Do a quick final check:** close your bag and check that you haven't forgotten anything before leaving.

3. Practice completing the sequence:

Once you've written the sequence, start following it step by step. It's important to focus on just one step at a time and resist the temptation to take a leap forward. If you're feeling distracted, gently return your attention to the next step in the sequence. Try to complete the sequence without looking back at your list – this will engage your working memory and help you practice remembering the information.

4. Increase complexity over time:

After successfully completing a few simple sequences, start increasing the difficulty. Choose tasks that involve multiple steps or require a higher level of focus, such as organizing your workspace or planning your week. You can also increase the mental load by adding additional conditions, such as doing the sequence in a noisy environment or while managing interruptions.

5. Reflect on your performance:

After completing the sequence, take a moment to reflect on how it went. Ask yourself:

- Was I able to stay focused on the sequence or did I get distracted?
- How did I feel when I had to remember or remember multiple passages?
- Were there any steps that caused me to get stuck or confused? What can I do to fix this next time?
- How can I use this experience to complete more complex tasks in my daily life?

6. Repeat regularly:

Practice sequential play regularly, starting with easier tasks and gradually moving on to more complex ones. Over time, this exercise will help you improve your ability to follow processes in multiple steps and stay focused for longer periods.

Questions for reflection:

- How did I feel when I focused on each step of the sequence? Was I able to keep my attention?
- Which steps of the sequence did I find most challenging and why?
- How did the sequence make me feel: stressed, focused, or calm? What could you tell me about my ability to manage multi-stage tasks?
- What techniques helped me focus on the sequence?

A practical tip or trick to apply in your daily life:

If you struggle to stay focused on multi-step tasks, create a "cheat sheet" for yourself that lists the key steps. You can use it during work or personal tasks to remind you of the order of operations. You can also set up a reminder system, such as ticking off each step as you go. This helps you stay focused on one task at a time, while also providing visual guidance to ensure you don't skip steps.

Here's a sequencing activity game you can use:

Exercise: Chart Sequence Game for ADHD Practice

Objective: Improve concentration, attention to detail and planning skills.

Materials:

- **Grid:** An empty grid (for example, 5x5 or 6x6)
- **Markers or colored pencils**
- **Timer (optional)**

Disposal:

1. **Create a pattern:** Choose a simple pattern (e.g., diagonal lines, horizontal lines, squares, circles).
2. **Draw the pattern:** On the grid, draw the first elements of the pattern.
3. **Set a timer (optional):** Set a timer for a specific amount of time (for example, 5-10 minutes).
4. **Complete the template:** Continue drawing the template, following the established sequence, until the grid fills up or the timer runs out.

Variations:

- **Increase the difficulty:**
 - Use more complex patterns (e.g., spirals, zigzags, repeating shapes).
 - Increase the size of the grid.
 - Decrease the time limit.
- **Add an extra touch:**
 - Introduce interruptions (for example, asking someone to call a number or make noise).
 - Edit the template halfway.
 - Use different colors to create a more challenging pattern.

Sample table for the game of the graphic sequence

Step	Description	Example
1. Create a template	Choose a template that is easy to follow.	Diagonal lines, squares, circles.
2. Draw the initial template	Draw the first elements on the grid.	Fill the first two squares with the pattern.
3. Set the timer (optional)	Decide on a time limit to complete the grid.	5-10 minutes.
4. Complete the template	Follow the sequence and fill in the grid.	Continue drawing the pattern until the grid is full.

Here is a useful table to note your discoveries while playing:

Round	Model Type	Grid size	Time limit	Colors used	Breaks? (Details)	Model changes? (Details)	Notes/Observations (Focus, Distractions, etc.)
1	(e.g., diagonal lines)	(e.g., 5x5)	(e.g., 5 minutes)	(e.g., blue)	(e.g., No)	(e.g., No)	(For example, he started strong, lost concentration halfway. Need to work to maintain focus.)
2	(e.g., squares)	(e.g., 6x6)	(e.g., 7 minutes)	(e.g., red, green)	(e.g., Yes – Asked to recite the alphabet)	(e.g., No)	(For example, better focus in this round, but the color change was challenging. The interruptions were very distracting.)
3	(e.g., spirals)	(e.g., 5x5)	(e.g., 5 minutes)	(e.g., purple)	(e.g., No)	(e.g., Yes - Changed)	(For example, the model change was difficult to adapt.

						to a zigzag pattern after 2 minutes)	Need to practice flexibility.)
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Exercise 8: The ideal day

Objective:

The Ideal Day exercise is designed to help you imagine and plan a day that is as close to your personal ideal as possible. Many people with ADHD struggle to manage their time effectively, often struggling with planning, motivation, and structuring their days. This exercise will encourage you to imagine the ideal way to spend your day, allowing you to reflect on what elements of your routine help you feel productive, balanced, and emotionally regulated. This exercise will also help you identify any gaps between your ideal day and your current routine, so you can start making small adjustments to move towards your vision.

Why it matters:

ADHD often makes it difficult to manage time and stay on track with tasks. By creating your ideal day, you create a successful model that highlights the elements of your daily routine that work best for you. Having a clear idea of what a productive and fulfilling day looks like helps you structure your time with intention and balance. It also provides you with a sense of direction when you feel lost or unsure where to start.

Step-by-step instructions:

1. Visualize your ideal day:

Start by closing your eyes and imagining what your ideal day would look like. Consider the following:

- What time do you wake up and how do you start the morning?
- What are the most important tasks you want to do?
- How much time do you spend at work compared to personal activities?
- How do you spend your downtime or breaks?

- What is your ideal evening like, how do you relax to go to bed?

Don't worry about practicality just yet: allow yourself to dream big and imagine what would make you feel fulfilled and balanced.

2. Write it down:

Once you have a clear vision of your ideal day, write it down in detail. Break down your day into blocks of time or activities, starting from when you wake up until you go to bed. For example:

06:30	Wake up, drink water, meditate for 10 minutes
06:45	Take a 30-minute walk
07:15	Eat a healthy breakfast while reading or listening to a podcast
08:00	Work on the most important task of the day for 1 hour
09:00	Take a 15-minute break
09:15	Continue working on tasks (break down specific tasks and timeline)
12:00 p.m.	Lunch

Be sure to include anything that contributes to your well-being, including relaxation, exercise, meals, and social time.

3. Identify the key components:

Review the ideal day you've written down and identify the key components that make it feel balanced, productive, and fulfilling. What aspects are non-negotiable for your well-being and success? For example, do you need time in nature? A regular exercise routine? Ample breaks to prevent burnout? Identify these key components.

4. Compare your ideal day to your current routine:

Next, compare your ideal day to your current routine. Are there substantial differences? What's stopping you from reaching your ideal day right now? Are there obstacles such as lack of time, motivation or external circumstances? This comparison will help you identify areas where small adjustments could bring you closer to your ideal day.

5. Set a small goal to improve your routine:

Based on your comparison, choose a small change you can make to get closer to your ideal day. For example, if you find that you want to spend more time exercising but struggle to adjust, you

could set a goal of walking for 10 minutes each morning. This small adjustment will gradually bring you closer to the balanced and fulfilling day you envision.

6. Track your progress:

Over the next few weeks, monitor your progress toward creating your ideal day. Focus on implementing the small changes you've identified. Keep a journal of how these changes affect your focus, productivity, and overall well-being. As you see positive changes, continue to tweak and adjust your routine to further align it with your ideal day.

Questions for reflection:

- What does my ideal day look like in terms of homework, homework, and downtime?
- What elements of my ideal day do I already have in place and which ones are missing?
- What small change can I make today to improve my routine and move towards my ideal day?
- How does my current routine affect my focus, motivation, and emotional well-being?

A practical tip or trick to apply in your daily life:

Create a simplified version of your ideal day that you can refer to regularly. For example, take a snapshot of your ideal day and create a "cheat sheet" that outlines your daily tasks. This can serve as a guide when you're feeling overwhelmed or unsure about how to structure your day. Having a visual reminder of your ideal routine can help you stay on track and make intentional choices about how you spend your time.

Exercise 9: Your Interruptions

Objective:

The goal of this exercise is to help you identify and manage interruptions that disrupt your concentration throughout the day. Whether external (such as phone calls, emails, or people asking for your attention) or internal (such as daydreams, wandering thoughts, or sudden urges), interruptions are a significant challenge for people with ADHD. This exercise will help you become more aware of the types of disruptions that derail your activities and learn strategies to minimize or address them.

Why it matters:

Interruptions are a natural part of life, but for people with ADHD, they can be especially overwhelming. ADHD often makes it harder to concentrate for long periods, and interruptions, whether self-inflicted or external, can make it even harder to regain focus once lost. This exercise will help you identify the specific disruptions you face, understand their impact on your productivity, and create strategies to manage them. The ultimate goal is to build resilience, helping you stay focused even when distractions arise.

Step-by-step instructions:

1. Track your outages:

For the next few days, keep a record of the disruptions you face. This can be done by using a simple notebook, an app, or even a piece of paper next to your workspace. Whenever you are interrupted, write down the following:

- What was the interruption? (e.g., a phone call, someone walking into your office, a sudden urge to check social media)
- How long did it last? (Was it a few seconds, minutes, or a longer period?)
- How did it affect your concentration or task completion?
- How did you react to the interruption? (For example, did you give in and get distracted, or did you resist the urge to stop focusing?)

Keeping track of outages will help you understand when and why they occur, which is the first step to managing them effectively.

2. Categorize outages:

After a few days of monitoring, review your notes and categorize your outages. These could fall into different types, such as:

- **External interruptions:** calls, emails, people knocking on your door, etc.
- **Internal interruptions:** thoughts that appear, feelings of restlessness, or sudden urges to check your phone.
- **Task-specific interruptions:** For example, distractions related to a specific task, such as having to Google something unrelated while working on a project.
- **Environmental disruptions:** noise, temperature changes, or physical discomfort such as hunger or fatigue.

By categorizing interruptions, you'll be able to see patterns and begin to recognize which interruptions are most frequent and most disruptive to your attention.

3. Analyze the impact:

Now, look at your list and analyze the impact of each outage. For each of them, consider the following:

- How did the interruption affect your productivity or emotional state? Did it make you feel stressed, anxious, or frustrated?
- Did it take a long time to get back on track after the break?
- Did you have difficulty resuming your previous assignment or were you able to pass without any problems?

This step is important because it helps you identify the outages that have the most significant impact on productivity. Not all interruptions will affect you equally, so this helps prioritize which ones to handle first.

4. Develop strategies to minimize disruptions:

Now that you have a better understanding of your disruptions, it's time to develop strategies to minimize or manage them. Consider these approaches for each type of outage:

- **External interruptions:** Set clear boundaries with others about when you're available or need time to focus. For example, set "reception times" or use headphones to signal that you don't want to be disturbed. Use apps that block notifications during work sessions.
- **Internal pauses:** Practice mindfulness techniques, such as deep breathing or grounding exercises, when you notice your mind wandering. If you feel the need to check your phone, set a timer and give yourself a short break after a set amount of focused work time.
- **Task-specific interruptions:** If you're in the middle of a task and need to look for something, write down the item to research it later instead of getting distracted in the moment. You could also use an "urgent-not-now" list to write down things that need attention, but you can wait until the task is finished.
- **Environmental interruptions:** If noise or discomfort is disrupting your concentration, consider finding a quieter space, either by using noise-canceling headphones or by adapting the environment to suit your needs. Make sure your workspace is ergonomically comfortable to minimize distractions caused by physical discomfort.

5. Implement strategies and monitor results:

Start implementing the strategies you've developed for managing outages. After a week, go back to your log and monitor how the strategies are working. Have you experienced fewer interruptions?

Were you able to get back to work faster? Take note of what worked well and what didn't, and adjust your strategies accordingly.

6. Reflection and continuous improvement:

The key to this exercise is constant reflection and adaptation. Whenever you can successfully handle an interruption, make a note of it as a win. The more you practice these strategies, the more natural they will become. Continue to refine your approach and remain patient with yourself.

Questions for reflection:

- What types of interruptions have I faced most frequently? How did each of them affect my concentration?
- Which strategies have helped me minimize disruption and which ones need further refinement?
- Have I noticed any patterns about the types of tasks I struggle with the most when they are interrupted? How can I adapt my approach to these tasks?
- How did I feel after successfully handling an outage? More focused? Less frustrated?

A practical tip or a trick to apply in everyday life:

Use "time blocks" to minimize the impact of outages. For example, spend a specific block of time checking emails or answering calls, separate from targeted work blocks. This way, you can handle interruptions more intentionally and reduce the number of unexpected distractions throughout the day.

Exercise 10: Reflect on goals

Objective:

This exercise focuses on reviewing and reflecting on the goals you have set for yourself, helping you assess your progress and clarify your priorities. People with ADHD often struggle with goal setting due to difficulty maintaining long-term focus and organization. Reflecting on your goals regularly will help you keep an eye on them, adjust them if necessary, and increase your chances of success.

Goal thinking is crucial because it creates an opportunity to celebrate your accomplishments, adjust your approach when necessary, and remind yourself of the "why" behind the goals you set

for yourself. This exercise allows you to stay aligned with your values, making it easier to stay motivated even when you encounter obstacles.

Why it matters:

Regularly reflecting on your goals is key to understanding how you're progressing and whether you need to make changes to your approach. ADHD can make it difficult to stay on track with long-term goals, but when you make time for regular checkups, you remind yourself of the big picture and create a roadmap for success. By recognizing both your progress and areas for improvement, you can continue to move forward with purpose.

Step-by-step instructions:

1. Review your goals:

Start by looking at the goals you have set for yourself, whether they are short-term (e.g., completing a project or finishing a book) or long-term (e.g., professional growth, personal development). Write them down in a journal, on your phone, or wherever you keep your goals.

Consider these questions:

- What goals have I set for myself recently and what progress have I made so far?
- Are there any goals that seem outdated or no longer relevant to me? Are there any new goals that have emerged as more important?
- How do my goals align with my values and priorities?

2. Evaluate your progress:

Next, reflect on how far you've come in achieving each goal. For each of them, ask yourself:

- What steps have I taken to achieve this?
- Have I encountered any obstacles that have slowed down my progress? What were they?
- What successes have I had so far, no matter how small?
- How do I feel about my progress? Motivated, frustrated, satisfied?

This step will help you recognize the steps you've already taken, even if the goal seems far away. It's important to recognize small wins as you go.

3. Reevaluate your goals and adjust if necessary:

After reflecting on your progress, it may be time to reevaluate your goals. Are they still relevant? Are they too ambitious or too vague? Need to break them down into smaller, more actionable steps? This is your opportunity to adjust your approach to make your goals more achievable or realistic.

You may find that some goals need to be refined or broken down further. For example, if you have a goal to "get better organized," you can change it to "organize my workspace by the end of the week."

4. Set new milestones or check-ins:

To maintain momentum, set specific milestones or check-in dates for each goal. This could be a weekly or monthly check-in where you evaluate your progress. Creating these mini-deadlines will help you stay accountable and remind you to stay focused.

For example:

- **Objective:** Finish writing a blog post. Goal: To complete the first draft by Friday.
- **Objective:** Improve time management. Milestones: Track all tasks for a week and identify patterns of inefficiency.

5. Celebrate successes and learn from challenges:

Take time to celebrate victories, big and small. Reward yourself for the progress you have made and for achieving your goals. If you haven't made the progress you were hoping for, treat it as a learning opportunity rather than a failure. Reflect on the obstacles you have faced and think about how you can deal with them differently in the future.

6. Create a vision board or journal entry:

To make your goals more tangible and inspiring, create a vision board or journal detailed about your goals. Add images, quotes, or reminders that bring you motivation. Use it as a daily or weekly reminder to stay on track.

Questions for reflection:

- What are the goals on which I have made the most progress and why do I think this is the case?
- What goals did I struggle with and what do I think caused the difficulty?
- Are my goals aligned with my current priorities or do they need to be changed?
- What small change or action can I take today to get closer to my goals?

A practical tip or a trick to apply in everyday life:

When working toward long-term goals, break them down into bite-sized tasks that you can accomplish on a daily basis. Use a habit tracker or to-do list to keep yourself accountable, and remember that every little step forward is still progress.

Level 2: Hands-on experimentation (exercises 11- 20)

"I didn't fail. I just found 10,000 ways that won't work."



Welcome to **Level 2: Hands-on Experimentation!** You have already begun to build awareness of the key characteristics of ADHD and have developed strategies for recognizing and managing your attention, emotions, and impulses. Now is the time to experiment with these

insights in a practical way. In this level, we will delve into active strategies and tools that you can directly apply to your daily life.

While Level 1 focused on awareness, or knowing how ADHD manifests, Level 2 focuses on applying that awareness to real-life situations. The exercises in this section are designed to help you experiment with different approaches to time management, emotional regulation, and impulsivity control. The goal is not to find the "perfect" method, but to explore what works best for you, tailoring the strategies to your lifestyle and needs.

The key to this level is **trial and error**. ADHD often requires flexible and adaptive approaches, so don't be discouraged if one method doesn't work right away. Think of these exercises as experiments: try them out, see what works, and modify them as needed. As you perform these exercises, you will develop more tools and techniques that you can use to shape your day and improve your productivity, emotional control, and overall well-being.

In the following exercises, we will explore two specific areas: **time management** and **impulsivity**, using creative and practical approaches that will allow you to experiment and see which techniques will seem most effective to you. Let's dive into the next stages of this exciting journey!

Exercise 11: Reorganizing Time

Objective:

This exercise focuses on experimenting with new ways to manage your time effectively. People with ADHD often struggle with time perception, underestimating how long tasks will take, or feeling overwhelmed by the endless to-do list. The key to managing time with ADHD is finding the right balance between structure and flexibility. Too much rigidity can feel suffocating, while too little structure can lead to chaos. Reorganizing your time helps you experiment with different strategies to better allocate your time, reduce procrastination, and improve focus by using a variety of techniques to structure your day more effectively.

Why it matters:

ADHD can make it difficult to keep track of time, often leading to underestimating the time needed for tasks or feeling overwhelmed by everything that needs to be done. By experimenting with different time management strategies, you'll find methods that will help you stay focused and make

progress in your tasks without getting stuck or feeling overwhelmed. This exercise also helps you create a realistic understanding of how to approach a busy day.

Step-by-step instructions:

1. Identify the tasks you need to complete:

Start by making a list of all the tasks you need to complete in the coming week. Be as detailed as possible: Include everything from work activities to personal chores or social commitments. For example:

- Reply to emails
- Complete a work presentation
- Go shopping
- Clean the bathroom
- Call a friend

2. Experiment with different time-blocking methods:

Time blocking is a technique in which you assign specific blocks of time to specific tasks. The idea is to create a schedule to follow throughout the day. Experiment with different variations of time blocking and see which one suits your needs:

- **Fixed time blocks:** Assign a specific amount of time for each task (e.g., 9:00 – 10:00: Reply to emails, 10:30 – 12:00: Work on your presentation). This method works well if you like to have a fixed structure for your day.
- **Flexible time blocks:** Give yourself a larger window for each task (e.g., "Work on the presentation" from 9:00 a.m. to 12:00 p.m., with breaks if needed). This method works well if you know that tasks may take longer than expected.
- **30/10 technique:** Work hard for 30 minutes without interruption, then take a 10-minute break. This method is based on ultradian cycles and helps you keep your concentration high without getting too tired.

Add breaks and downtime:

- Be sure to include breaks between tasks. Breaks are crucial for maintaining focus and preventing burnout. Experiment with different types of breaks:

- **Short breaks:** Take 5-10 minutes after each activity to stretch, snack, or go for a walk.
- **Long breaks:** Plan longer breaks in the middle of the day to have lunch or rest.

Pay attention to how you feel after these breaks. Do you go back to your tasks feeling refreshed or your mind wanders? Use this information to adjust the frequency and duration of breaks.

3. Evaluate your time management experiment:

- After trying different time-blocking strategies for a few days, think about the process:
- What is the time blocking method that felt most natural to you?
- Were you able to stay focused during the allotted time?
- Did you finish your assignments on time or had to change your schedule?
- How did the breaks affect your energy and concentration levels?

Based on your reflections, you can adapt your approach to time management and adapt it to your needs. Maybe you need more flexibility or a tighter schedule, or maybe the Pomodoro technique works best for you.

4. Create a new time management plan:

Based on your experiment, create a time management plan that works for you in the future. This plan may look different each week, but with experimentation, you'll begin to understand the structure that best supports your productivity and well-being.

Questions for reflection:

- What time management method did I try and how did it work for me?
- Was I able to stick to the time blocks or did I get distracted?
- Did I feel more productive with my scheduled breaks, or did I prefer a more flexible approach?
- How can I modify my time management system to make it work better according to my needs?

A practical tip or a trick to apply in everyday life:

If you're having trouble underestimating the duration of tasks, try using a timer. When you start an activity, set a timer for a specific period (for example, 30 minutes) and try to focus solely on that activity until the timer goes off. This method helps you stay on track and also gives you a visual cue on when to change activities.

Exercise 12: The traffic light of impulsivity

Objective:

The impulsivity traffic light is designed to help you stop and reflect before acting impulsively. ADHD can make it difficult to regulate impulsivity, leading to decisions being made without thinking it through, whether it's saying something you regret, acting without considering the consequences, or throwing yourself into a task without preparation. This exercise helps you build a quick and easy-to-remember system for stopping and thinking before acting impulsively. Using the metaphor of a traffic light, you will learn to recognize when to stop, slow down, or follow your actions.

Why it matters:

Impulsivity is one of the main characteristics of ADHD. Impulsive behavior can cause problems in both personal and professional settings, such as making hasty decisions, interrupting others, or feeling out of control. By using the traffic light system, you can slow down response times, check in with yourself, and make more intentional choices. The goal is not to eliminate impulsivity completely – impulsivity can sometimes be positive and creative – but to learn when to control it and consider your actions more carefully.

Step-by-step instructions:

1. Understand the traffic light system:

Imagine a traffic light with three colors: **red**, **yellow**, and **green**. Each color represents a different stage of the decision-making process.

Red Light Table, Yellow Light, Green Light

Light	Description
Red light (stop)	This is the point at which you catch yourself acting impulsively. The goal is to recognize when you are in danger of acting without thinking. When the red light appears, you stop and take a deep breath.

Yellow light (Pause and consider)	At this stage, you take a moment to reflect on the potential consequences of your actions. Ask yourself, "What am I going to do? What will be the impact?" This is where you can decide whether to move forward or change course.
Green light (Go)	This is the moment when you feel ready to act. Once you've considered your options and weighed the potential consequences, you give yourself permission to move forward with the decision, knowing that you've taken a moment to reflect and make sure it aligns with your values or goals.

2. Identify impulsive moments:

Throughout the day, pay attention to times when you feel the need to act impulsively. These could include:

- Interrupt someone during a conversation
- Making a hasty decision without considering alternatives
- Say something in the heat of the moment
- Overcommitting to activities or events without thinking about the time or energy needed

3. Apply the traffic light system:

When you notice an impulsive pulse, use the traffic light system:

- **Red light:** Pause and stop. It might seem awkward at first, but it's important to break the impulsive cycle.
- **Yellow light:** Take a moment to ask yourself a few questions:
 - Does this decision align with my long-term goals?
 - What could be the consequences if I act impulsively?
 - How do I feel emotionally right now: am I reacting out of frustration, excitement or stress?
- **Green light:** Once you've taken a moment to pause and reflect, decide whether to move forward. If you're still feeling impulsive but aren't sure about the consequences, consider delaying the decision for a set amount of time (e.g., 30 minutes).

4. Experiment with the system:

- Use the impulsivity traffic light throughout the day and observe how it affects your behavior. After a few days of practice, reflect on your results:
- Did the traffic light system help you stop and think before acting impulsively?

- Were there any specific situations in which you found it particularly useful?
- Have you noticed any changes in the way you have handled impulses or decisions?

5. Fine-tune the system:

Based on your experience, make any changes to the traffic light system. For example, you could add a specific action to take during the yellow light phase, such as writing down your thoughts or taking a few deep breaths. You may also want to refine your questions to help you pause and reflect more effectively.

Questions for reflection:

- How did the traffic light system affect my behavior when I felt impulsive?
- Were there times when I was able to avoid impulsiveness and how did I feel afterwards?
- How can I fine-tune this system so that it works better for me in different situations?

A practical tip or a trick to apply in everyday life:

Place visual traffic light system reminders around your workspace or home. It could be a post-it note with the words "Stop, Think, Go" or an image of a traffic light. The visual cue will help remind you to stop and consider your actions when you feel impulsive.

Exercise 13: Create a Checklist

Objective:

The goal of this exercise is to help you structure your daily tasks into manageable steps using a checklist. Checklists are a great way to break down complex tasks and make sure nothing is forgotten. For people with ADHD, a checklist offers clear visual guidance to help manage tasks without feeling overwhelmed. This simple yet powerful tool will help you stay organized, stay focused, and feel a sense of accomplishment as you pop objects.

Why it matters:

ADHD often involves challenges with organizing and managing tasks, leading to procrastination, forgetfulness, and feeling overwhelmed by big projects. A checklist helps counteract these issues by streamlining tasks and providing a visual sense of progress. It makes your goals feel more achievable by breaking them down into smaller, more concrete steps that are easier to focus on.

Checklists also serve as reminders for important tasks, allowing you to keep track of responsibilities and deadlines. They can help you stay accountable and increase productivity by providing a clear structure for your day.

Step-by-step instructions:

1. Identify the tasks you need to complete:

Start by writing down everything you need to do, whether it's a list of personal tasks, job responsibilities, or errands. You can do this on paper, in a digital app, or on your phone, whichever seems easier to you. For example:

- ✓ Reply to emails
- ✓ Complete the writing of a report
- ✓ Call a friend to update
- ✓ Go shopping
- ✓ Take out the trash

2. Break large tasks into smaller steps:

Look at your list and identify any tasks that seem big or overwhelming. These are the tasks that are often put off because they seem too complicated or difficult to start. Break them down into smaller, actionable steps. For example:

Instead of "End Report," break it down into:

- 1) Outline the main points
- 2) Write the Introduction
- 3) Search for more data
- 4) Drafting the conclusion

Instead of "Go shopping," break it down into:

- 1) Write a shopping list
- 2) Wear shoes and coat
- 3) Journey to the store
- 4) Shopping
- 5) Go home and put away your groceries

By breaking tasks down into smaller chunks, you make them feel more manageable, which can reduce procrastination and overwhelm.

3. Prioritize your tasks:

Once you've broken down your tasks, prioritize them in order of importance. Decide which tasks are most urgent or need to be completed first. Mark these tasks in bold or use a numbering system. For example:

- **High Priority:** End Relationship (Expires Tomorrow)
- **Medium Priority:** Respond to work emails
- **Background:** Call a Friend

Prioritizing helps you stay focused on what needs to be done first, avoiding the tendency to jump from one task to another without completing anything.

4. Start checking activities:

Once you've created your checklist, start working on the tasks one by one. Focus on completing each task before moving on to the next. When you are done with each task, select it from the list. It may be helpful to strike through the subject line or use a checkmark to visually represent your progress.

This step is critical because controlling tasks provides a sense of accomplishment. This small but positive reinforcement helps to build momentum and motivation to keep going.

5. Review and edit the list:

At the end of each day, review your checklist to assess how much you've accomplished. If there are any tasks left unchecked, move them to the next day's list or break them down further. It's important to edit the list to make sure it's still relevant to your needs.

6. Reflect on the effectiveness of the checklist:

After using the checklist for a week, reflect on how well it worked for you:

- Has it helped you stay organized and focused?
- Were you able to break down tasks into smaller, more manageable chunks?
- Did you feel a sense of accomplishment while popping objects?
- Were there tasks that you constantly put off? If so, why?

Based on your opinions, you can adjust your approach to the checklist. Maybe you need to make it more detailed or, on the contrary, simplify it further.

Questions for reflection:

- How did I feel after checking off my checklist tasks?
- Did I feel more organized and focused with the checklist in place?
- Were there any tasks I avoided? Because?

- How can I improve my checklist to make it even more useful?

A practical tip or a trick to apply in everyday life:

Use color coding to prioritize your tasks. For example, mark urgent tasks in red, medium-priority tasks in yellow, and low-priority tasks in green. This visual cue can help you quickly assess which tasks need immediate attention and which ones can wait.

ADHD Checklist Template

Area of interest: (e.g., home, work, school)

1. Inattention

- **Did I have difficulty concentrating on tasks or tasks?**
 - Yes / No
- **Have I often made mistakes of neglect or neglect of details?**
 - Yes / No
- **Did I have any difficulty organizing tasks or activities?**
 - Yes / No
- **Was I easily distracted by extraneous stimuli?**
 - Yes / No
- **Did I often avoid, dislike, or show a lack of perseverance in tasks that require sustained mental effort?**
 - Yes / No
- **Have I often lost materials needed for homework or activities?**
 - Yes / No
- **I often felt like I wasn't listening when they spoke to me directly?**
 - Yes / No
- **I often couldn't follow instructions and couldn't finish my homework, household chores, or duties at work?**
 - Yes / No
- **Have I often had difficulty planning or organizing activities?**
 - Yes / No

2. Hyperactivity and impulsivity

- **Did I often fiddle with my hands or feet or wriggle in the seat?**
 - Yes / No

- **Have I often left my seat in situations where I should have stayed seated?**
 - Yes / No
- **Have I raced often or overclimbed in situations where it wasn't appropriate?**
 - Yes / No
- **Have I often had difficulty playing or doing leisure activities in silence?**
 - Yes / No
- **Often I "acted as if I was being propelled by an engine", that is, did I feel as if I was constantly "moving" or could not sit still?**
 - Yes / No
- **Did I often talk excessively?**
 - Yes / No
- **Have I often blurted out answers before the questions were completed?**
 - Yes / No
- **Have I often had difficulty waiting for my turn?**
 - Yes / No
- **Have I often interrupted or intruded others (e.g., meddled in conversations, games, or activities)?**
 - Yes / No

3. Observations and reflections

- **What were the most challenging aspects of the day/week?**
- **What strategies have helped me stay focused?**
- **What strategies didn't work well?**
- **What changes can I make for tomorrow/next week?**

Exercise 14: The Category Game

Objective:

This exercise is designed to improve your ability to organize thoughts, improve cognitive flexibility, and sharpen your concentration. Category play is a fun and interactive exercise that challenges you to think quickly and stay focused while sorting things into different categories. By practicing

this exercise regularly, you can strengthen your executive functioning skills and improve your ability to think on your feet and move from one idea to another.

Why it matters:

People with ADHD often struggle with cognitive flexibility, which means easily switching between tasks or ideas. The category game encourages you to think creatively while staying on track. This game can also help improve your ability to organize information and process ideas more efficiently, which is useful in both work and everyday life.

Additionally, because the game challenges you to quickly find items within a category, it helps build mental agility, making it easier to stay focused and process information more clearly. This exercise consists of training your brain to think in an organized way and practice switching between topics without losing focus.

Step-by-step instructions:

1. Choose a category:

Start by choosing a category in which to organize your items. The categories can range from the simplest (such as "fruits" or "types of animals") to the most complex (such as "ways to improve time management" or "types of emotions"). Here are some sample categories to get you started:

- Types of food
- Countries in Europe
- Things you use in the kitchen
- Types of transport
- Animals living in the ocean
- Famous musicians

2. Set a timer for 2 minutes:

Set a timer for two minutes. During this time, you'll challenge yourself to find as many items as possible that fit your chosen category. Don't worry if you can't think of everything immediately – just try to grab as many items as possible within the time limit.

For example, if the category is "types of food," you could write:

- Apples
- Bananas
- Carrots
- Pizza

- Spaghetti

The goal is to think fast and stay focused on the category.

3. Challenge yourself to go faster:

Once you've completed your list, challenge yourself to improve your time. Try to find as many items as possible in one minute instead of two, or see if you can beat your previous record for the number of items. As you continue to practice, you will notice that your ability to think faster and stay engaged in the task is improving.

4. Increase the complexity of categories:

Once you're comfortable with the simplest categories, try selecting more complex or abstract categories. For example, instead of "types of food," you could choose:

- Organization Mode
- Ways to Manage Stress
- Strategies to improve concentration
- Strategies for emotional regulation
- Time Management Tips

The complexity of these categories will challenge your brain to think critically and connect ideas in different ways.

5. Reflect on the exercise:

After each round of the Category Game, take a moment to reflect on your experience. Consider the following questions:

- Did I find myself distracted or struggling to concentrate while playing?
- How quickly did I think about the items within the category?
- Were there any particularly difficult categories? Because?
- Did I feel a sense of accomplishment after completing the task?

6. Practice regularly:

To strengthen your cognitive flexibility, try playing the Category Game regularly. You can play it alone or with friends or family to make it even more fun. The goal is to build the habit of organizing and categorizing thoughts quickly and efficiently, helping you improve your ability to stay focused and think on your feet.

Questions for reflection:

- Which categories did I find easiest and hardest?

- Did I feel distracted or lost focus at any point?
- How can I apply the skills in this game to other areas of my life, such as work or problem-solving?

A practical tip or a trick to apply in everyday life:

Try using the category game in real-world situations. For example, when organizing your to-do list, group similar tasks (e.g., errands, work tasks, personal goals) together to help you stay focused. Just like in games, categorizing things helps you think more clearly and improve your organizational skills.

Exercise 15: The Pomodoro Technique



The Pomodoro Technique

STEP 1
SET DUE DATES FOR ALL TASKS
SORT YOUR TASKS INTO RED, YELLOW, GREEN
RED TASKS DUE 1ST, YELLOW 2ND, GREEN 3RD



 **STEP 2**
CLEAR ALL DISTRACTIONS.
PUT A SIGN UP ASKING TO NOT BE DISTURBED.
DO WHATEVER YOU CAN TO ELIMINATE
DISTRACTIONS.

STEP 3
SET A TIMER FOR 25 - 35 MINUTES
START YOUR FIRST TASK.
FOCUS ON ONE TASK AT A TIME AND FINISH ONE
AT A TIME, UNTIL THE TIMER GOES OFF.



 **STEP 4**
TAKE A SHORT BREAK. GO FOR A WALK
PLAY A GAME, READ, DO WHATEVER YOU
WANT TO RELAX FOR 5-10 MINUTES

STEP 5
REPEAT THE CYCLE
TAKE A 45 MIN BREAK AFTER 2 HOURS.
REPEAT THIS CYCLE THROUGHOUT YOUR WORK DAY.



Objective:

The Pomodoro Technique is designed to help you increase your productivity and manage your time more effectively by breaking down your work into short, focused intervals followed by a short rest. This technique can be especially helpful for people with ADHD, as it promotes focus by creating a sense of urgency and provides regular breaks to avoid mental fatigue. By using the

Pomodoro technique, you'll be able to work more efficiently while minimizing distractions, making tasks less overwhelming and more manageable.

Why it's important:

For those with ADHD, maintaining focus on a single task for an extended period can be challenging. The Pomodoro technique helps break down work into manageable chunks, making it easier to stay engaged. By alternating between work and rest, this technique also helps maintain energy levels throughout the day. Short, focused intervals allow you to feel more accomplished and reduce the tendency to procrastinate.

In addition, the technique helps counteract the tendency to get distracted or overwhelmed, two common challenges in ADHD. It can be especially useful for tasks that require constant focus or for tackling large projects that can seem daunting when viewed as a whole.

Step-by-step instructions:

1. Choose a task or project to work on:Start

by selecting a task you want to focus on. This could be something you've been procrastinating on or a project that needs your attention. The task should be something that can be broken down into smaller steps or a project that you can work on for at least 25 minutes without needing a major break. For example:

- Write a report
- Organize your inbox
- Cleaning a room
- Reading a chapter of a book
- Completing a Work Assignment

2. Set a timer for 25 minutes:

The Pomodoro technique is based on 25-minute intervals of concentrated work, followed by a 5-minute break. Set a timer for 25 minutes (you can use a kitchen timer, a phone app, or even a digital timer for Pomodoro). During this time, focus entirely on the task at hand. The idea is to work with purpose and avoid distractions, without checking your phone or jumping from one task to another.

3. Work hard during the Pomodoro session:

Use the 25 minutes to work with the utmost attention. If you're feeling distracted, gently bring your attention back to the task. If an unrelated thought comes to mind, quickly jot it down on a

piece of paper to address it later. This helps prevent distraction from distracting you from your task.

4. Take a 5-minute break after the tomato:

Once the 25 minutes are up, take a 5-minute break. Use this time to rest and recharge: walk, stretch, drink some water, or even just sit back and relax. The key is to do something that doesn't require a lot of mental effort so that you can refresh your mind. During this time, avoid looking at emails or engaging in activities that may distract you further.

5. Repeat the cycle:

After the 5-minute break, set the timer for another 25 minutes and the next Pomodoro cycle begins. Repeat this process for up to four cycles (i.e., two hours of work) before taking a longer break of 45 minutes. After four Pomodoros, you can give yourself a longer break to recharge more deeply.

6. Track your progress:

It can be helpful to keep track of how many Pomodoro cycles you complete each day. Some people find it motivating to mark each cycle on a calendar or keep an up-to-date count of how many Pomodoros they have completed. This can provide a visual sense of progress and increase motivation.

Questions for reflection:

- How did I feel during each Pomodoro? Did I have difficulty concentrating or staying focused?
- Was I able to avoid distractions during the 25-minute work intervals? How did I handle outages?
- Did the short break help me stay energized? How did I spend my break time?
- How much work have I done since I didn't use the Pomodoro Technique?

A practical tip or trick to apply in daily life:

if you feel that the 25-minute intervals are too short or too long, adjust the length of the Tomato according to your needs. For example, you can experiment with 15- or 30-minute work sessions if you feel more comfortable. The key is to find a balance between sustained concentration and breaks that works for your attention span.

Exercise 16: Evening Planning

Objective:

Evening planning helps you prepare for the next day by creating a structured yet flexible plan. By taking 10-15 minutes each evening to reflect on your day and organize activities for the next day, you'll be able to reduce anxiety, prioritize effectively, and set yourself up for a productive day. This exercise also helps you manage your time and energy, ensuring that you don't wake up feeling overwhelmed or uncertain about what you need to do.

Why it matters:

Many people with ADHD experience stress or a sense of chaos when they don't have a clear plan for the day ahead. Evening planning serves as a way to reduce stress by providing a clear structure and outline for what needs to be accomplished. The act of reviewing your tasks and prioritizing the night before helps you get off on the right foot the next morning, making it easier to focus on your tasks without feeling scattered, which is especially important for managing the anxiety that often accompanies ADHD.

Step-by-step instructions:

1. Reflect on the day:

Take 5 minutes to review how your day went. Think about the tasks you completed, what went well, and what didn't go as planned. Take a moment to reflect on:

- What did I accomplish today?
- Were there any tasks I couldn't do? Because?
- How did I handle distractions today? Did I stay focused or did I get distracted?
- How do I feel about how my day went? Was I feeling productive or frustrated?

This reflection helps you understand your habits and areas for improvement. Use this time to celebrate your successes and recognize areas where you could change your approach.

2. Prioritize tomorrow's tasks:

Make a list of everything you want to accomplish the next day. Be sure to include both personal and work activities. Once you have your list, prioritize these tasks. Which are the most important or time-sensitive? What activities can be postponed or split further? Label them with categories such as "Urgent," "Important," and "Low Priority." For example:

- **Urgent:** send the report by 10 a.m.

- **Important: Prepare** the material for the job
- **Background:** Organize your desk

Consider which tasks might require more time or focus and plan accordingly. If a task seems too big, break it down into smaller, actionable steps.

3. Set a time block for each task:

Estimate how long each task will take and assign a time block for each task. This can be especially helpful in avoiding the overwhelming feeling that comes with a long to-do list. You don't need to schedule tasks by the minute, but try to allocate an approximate amount of time for each. Example:

- 9:00 – 10:00: Prepare the material for the work
- 10:00 – 12:00: Presentation work
- 12:00 – 13:00: Lunch break

If you are using the Pomodoro Technique (from the previous exercise), you can also use this method to set up Pomodoro sessions specific to your tasks.

4. Prepare your environment for the next day:

Take a few minutes to prepare your workspace for the next day. This could mean clearing your desk, preparing materials for your first task, or gathering all the items you'll need for your appointments. Preparing the environment the night before reduces friction in the morning and allows you to start the day with less stress.

5. Relax and unwind:

Finally, take some time for yourself to relax before bed. A calm mind is crucial for restful sleep and a productive next day. Whether you engage in a calming activity such as reading, meditating, or taking a warm bath, giving yourself a moment of relaxation will help you sleep better and wake up feeling refreshed and prepared.

Questions for reflection:

- How did I feel about my results at the end of the day?
- Was my evening planning session helpful in reducing stress or confusion for the next day?
- Have I prioritized tasks effectively? Were there any activities that I left off my list?
- How do I feel about my environment? Was he prepared for tomorrow or do I have to adapt?

A practical tip or trick to apply in your daily life:

If you're having trouble planning your day in advance, try using a "brain dump" technique before your evening planning. Simply write down everything that comes into your head: tasks, concerns, ideas, and plans. Once everything is on paper, you'll be able to organize and prioritize without feeling overwhelmed.

Exercise 17: The diary of emotions

Objective:

The Emotion Journal is designed to help you become more aware of your emotional experiences throughout the day, identify emotional patterns, and reflect on how these emotions affect your behavior and decision-making. Keeping an emotion journal allows you to monitor and understand your emotional responses in real time, which is an essential part of emotional regulation, a challenge that many people with ADHD face. This exercise will also help you build greater emotional awareness, making it easier to navigate emotional highs and lows with more control.

Why it matters:

ADHD can make emotional regulation particularly challenging. People with ADHD often experience heightened emotions, mood swings, or impulsive reactions. This exercise allows you to tune into your emotions and observe how they affect your thoughts and actions. By monitoring your emotions, you can recognize triggers, better understand your emotional responses, and identify patterns that may be contributing to impulsive or reactive behavior. Becoming more aware of your emotions is an important first step in learning how to manage them effectively.

Step-by-step instructions:**1. Choose a format:**

You can track your emotions in any format that works for you, whether it's a physical notebook, a digital document, or an app dedicated to tracking emotions. The most important thing is to have a consistent place to record your feelings.

2. Keep track of your emotions throughout the day: During the

day, take note of any significant emotions you experience. Pay special attention to moments when you feel particularly intense emotions, whether positive or negative. For example:

- In the morning: "I felt anxious about work and nervous about the presentation."
- Mid-afternoon: "Frustrated with a colleague for interrupting me during a meeting."
- Sera: "Relieved after completing a challenging task."

You can also include physical sensations, as they often accompany strong emotions.

For example:

- "My heart rate increased when I got angry about the traffic jam."
- "I felt a lump in my throat when I was overwhelmed by a deadline."

3. Notice the trigger:

Once you've identified the emotion, think about what caused it. What was the trigger? Was it something external (like a person or a situation) or internal (like a thought or a memory)? Writing down these triggers helps you understand why you react the way you do and gives you an idea of how emotions can spiral or be redirected.

Example: "I got frustrated when I couldn't find my keys because I was already late."

Example: "I felt proud when I received positive feedback for a project I worked on."

4. Identify the impact:

After noticing the trigger, reflect on how that emotion has affected your behavior. Did it influence your decisions? Did it cause you to act impulsively? Did it affect your concentration or interactions with others? Writing this down helps you understand the link between your emotions and your actions.

Example: "When I was getting frustrated this morning, I snapped at my partner. Later, I regretted it."

Example: "When I felt proud, I felt energetic and motivated to take on other tasks."

5. Reflect on the outcome:

Finally, reflect on the outcome of the emotion. Did the emotional reaction lead to a positive or negative outcome? How did you manage or deal with the emotion? By examining the impact of your emotions, you can begin to understand which emotional responses serve you well and which ones may need adjustment.

Example: "After the frustration of the morning, I took a 5-minute walk to clear my mind and felt calmer afterward."

Example: "When I felt proud, I used that energy to tackle the next task without hesitation."

6. Look for patterns:

After a week of monitoring your emotions, review your voices. Do you notice patterns or recurring themes? Perhaps certain situations or people constantly trigger certain emotional responses. You may notice that particular emotions, such as anxiety or frustration, are more common at specific times of the day or in particular contexts. Identifying these patterns will give you clues on how to better prepare for or respond to emotional triggers.

Questions for reflection:

- What emotions have I monitored most frequently? Are there any patterns?
- Did I notice any triggers that I wasn't aware of before?
- How did my emotions affect my behavior during the day? Have I made impulsive decisions?
- Which coping strategies worked well to manage my emotions and which ones could I improve?

A practical tip or trick to apply in daily life:

If you find it difficult to keep track of every emotion, start by focusing on one emotion at a time. For example, spend a week focusing only on monitoring feelings of frustration or anxiety. Once you're comfortable with this, expand to monitor other emotions. This focused approach can make the task less overwhelming.

Journal entry example: The Emotions Journal

Date: January 20, 2025

morning (8:30 am)

- **Emotion:** Anxiety
- **Trigger:** I woke up late and realized that I only had 30 minutes to prepare for an important presentation at work.
- **Physical sensations:** heartbeat, shallow breathing and sweaty palms.
- **Impact: Anxiety** made it difficult to focus on efficient preparation. I forgot to eat breakfast, which made me feel irritable.
- **Result:** I rushed my preparations and felt less confident during the presentation. However, after it was over, I took a moment to reflect and made a plan to set an early alarm for tomorrow.

Mid-afternoon (14:15)

- **Emotion:** Frustration
- **Trigger:** A colleague interrupted me repeatedly during a meeting, even while I was explaining my point of view.
- **Physical sensations:** Tension in the jaw and neck, a slight headache.
- **Impact:** I snapped at my colleague, which made the rest of the meeting awkward. I found it harder to focus on the discussion later.
- **Result:** I apologized to my colleague after the meeting and explained how I felt. It helped clear the air, but I realized that I need to practice handling interruptions calmly.

Evening (19:30)

- **Emotion:** relief and pride
- **Trigger:** I completed a challenging work task that I was procrastinating.
- **Physical sensations:** relaxed shoulders and a sense of calm.
- **Impact:** After finishing the task, I felt an injection of motivation and addressed a few smaller items on my to-do list.
- **Result:** the sense of accomplishment made my evening more enjoyable, and I ended the day feeling productive.

Reflection:

- Most frequent emotion today: **Frustration.**
- Main trigger: **feeling unprepared or interrupted.**
- Successful coping strategy: **Taking responsibility for my actions** (apologizing and planning ahead).
- Improvement: **Focus on practicing calm communication and better time management to reduce anxiety and frustration.**

Exercise 18: Block Distractions

Objective:

The goal of this exercise is to help you develop strategies to reduce distractions and stay focused on important tasks. Distractions are one of the most common challenges for people with ADHD, and learning how to block or minimize them is a crucial skill. This exercise will guide you in

identifying your most common distractions and provide you with practical tools to prevent them from interfering with your work, study, or daily routine.

Why it matters:

People with ADHD often struggle with distractions, whether they come from external sources (such as loud noises or interruptions) or internal sources (such as wandering thoughts). The ability to identify and block out these distractions is key to staying focused on the task, being productive, and feeling more in control of your time. This exercise will teach you how to actively protect your attention by setting boundaries and creating an environment conducive to concentration.

In a world full of distractions, whether it's your phone, social media, or noisy environments, learning to control your focus and block out distractions is essential. By applying strategies to minimize distractions, you can reduce the feeling of being overwhelmed and increase your productivity.

Step-by-step instructions:

1. Identify your distractions:

The first step is to become aware of the distractions that regularly disrupt your concentration. These can be physical distractions (such as noise or a messy desk) or mental distractions (such as intrusive thoughts or daydreams). Write down any distractions that tend to take your attention away from tasks, both big and small. For example:

External distractions: noisy roommates, phone notifications, email alerts, people talking nearby, cluttered workspace.

Internal distractions: Runaway thoughts, worries about unrelated tasks, daydreams, hunger, fatigue.

2. Analyze the most disruptive distractions:

Once you've identified your distractions, analyze which ones have the greatest impact on your productivity. Are there any specific distractions that occur more frequently? Are there any patterns? For example, if you're often distracted by social media notifications, you may notice that this happens more frequently when you're feeling bored or stuck on a task. If you tend to daydream, it could happen when you feel stressed or overwhelmed.

3. Create strategies to block distractions:

Once you've identified the most disruptive distractions, find strategies to block or reduce them. Here are some ideas for blocking out common distractions:

- **Phone notifications:** Turn off non-essential notifications or use settings like Focus mode or Do Not Disturb to turn off notifications while you work. Consider using a physical timer or setting specific time slots to control your phone.
- **Clutter:** Take a few minutes to organize your workspace before you start working. A clean and organized environment can help minimize distractions and promote a sense of calm.
- **Noise:** Use noise-canceling headphones if noise is an issue. If possible, work in a quiet environment or away from distractions.
- **Internal distractions (e.g., intrusive thoughts):** Practice mindfulness or meditation techniques to bring yourself back to the task at hand. If your mind begins to wander, gently redirect your attention to the task. You can also try writing down distracting thoughts in a notebook so that they don't feel like they need to be addressed right away.

4. Use targeted time blocks (e.g., the Pomodoro technique):

Consider using time blocking strategies, such as the Pomodoro technique, to keep your mind engaged. This approach helps by breaking down tasks into manageable chunks of time and giving you regular breaks, reducing the temptation to get distracted during longer periods of work.

5. Track your progress:

For a week, keep track of how well your strategies are working. Whenever you can block out a distraction, write it down. Reflect on your progress by asking questions like:

- What distractions have I been able to block?
- Were there any new distractions I identified during the week?
- How has blocking distractions affected my ability to stay focused?

6. Adjust as needed:

After a week, consider whether your strategies need to be adjusted. Were some distractions harder to block out than others? Did you need more support (e.g., using a different technique, setting clearer boundaries, asking for help)? Adapt your approach based on your results.

Questions for reflection:

- What distractions do you struggle with the most?
- What strategies worked best to block distractions?
- How has blocking distractions affected my focus and productivity?
- Were there any distractions that were harder to block? How can I improve my approach?

A practical tip or trick to apply in everyday life:

set specific time slots every day "without distractions". During these times, commit to focusing solely on one task and block out all potential distractions. For example, designate the first hour of the day as a "distraction-free" work period where you focus only on your top priority.

Exercise 19: The Mind Map

Objective:**Mind**

mapping is an exercise designed to help you visually organize your thoughts, ideas, and tasks. By creating a mind map, you can clarify your thinking, break down complex problems, and see connections between different ideas or tasks. This exercise is especially helpful for people with ADHD who may have difficulty organizing their thoughts and handling large or multifaceted tasks. The mind map allows you to structure your thinking in a way that feels more accessible and less overwhelming, while also helping to spark creativity and find solutions to challenges.

Why it's important:

One of the common challenges for ADHD sufferers is difficulty organizing thoughts and tasks. A tendency to feel scattered or overwhelmed by multiple priorities can lead to stress and procrastination. The mind map provides a visual image that makes it easy to break down complicated tasks, understand connections, and prioritize. It helps you see the "big picture" and focus on key steps, which in turn promotes clarity and reduces mental clutter. This approach is especially useful for those who prefer a more creative or non-linear way of solving problems. Mind mapping also helps with brainstorming, goal setting, and planning, providing a structured yet flexible format for exploring different possibilities. The process of creating a mind map can improve both problem-solving skills and creative thinking, which are essential for managing the challenges associated with ADHD.

Step-by-step instructions:**1. Start with a central idea or theme:**

Start by writing the central idea or problem you want to address in the middle of a page. This could be an activity you need to organize, a goal you want to achieve, or a challenge you're facing. It's important to keep your attention narrow so that the mind map stays relevant and doesn't become overwhelming. For example:

- "Planning my day"
- "Launch of a new project"
- "Solving a problem at work"
- "Improve my time management"

2. Create branches for key categories:

From the central idea, draw lines that extend outwards. Each row represents a key category or subtopic related to the main idea. These branches should be general concepts that break down your basic idea into more manageable chunks. For example:

If your central idea is "Planning my day", your branches could be:

- "Work activities"
- "Personal commissions"
- "Appointments"
- "Self-care"

3. Add sub-branches for more specific details:

Now, add smaller branches to each of the main categories, specifying more detailed tasks or ideas related to each category. These sub-branches represent specific steps, ideas, or actions that help complete each larger section. For example:

In the "Work tasks" section, you might add:

- "Email follow-up"
- "Prepare the presentation"
- "Attend the Meeting"

In the "My commissions" section, you could add:

- "Shopping"
- "Linen collection"

4. Use colors and images (optional):

To make the mind map more visually appealing, you can use different colors to represent different categories or types of activities. Some people find that using color coding helps them quickly identify different areas of interest. Additionally, you can add small images, doodles, or icons to represent ideas or emotions associated with certain activities. This visual approach can make the mind map more dynamic and easier to follow.

5. Identify connections between ideas:

As you develop your mind map, you may notice connections between different branches that weren't initially obvious. You can draw lines between branches to indicate these connections and help you see how tasks or ideas relate to each other. For example, if a work task is related to a personal task (for example, "Email follow-up" and "Call plumber"), you can link them to show that they share a common time frame or priority.

6. Prioritize tasks and take action:

Once you've completed your mind map, take a moment to prioritize the tasks or steps you've outlined. Identify which tasks are urgent, important, or can be delegated. You can use symbols such as stars, checkmarks, or different colors to indicate priority. From here, further break down your tasks into actionable steps and create a plan to complete them.

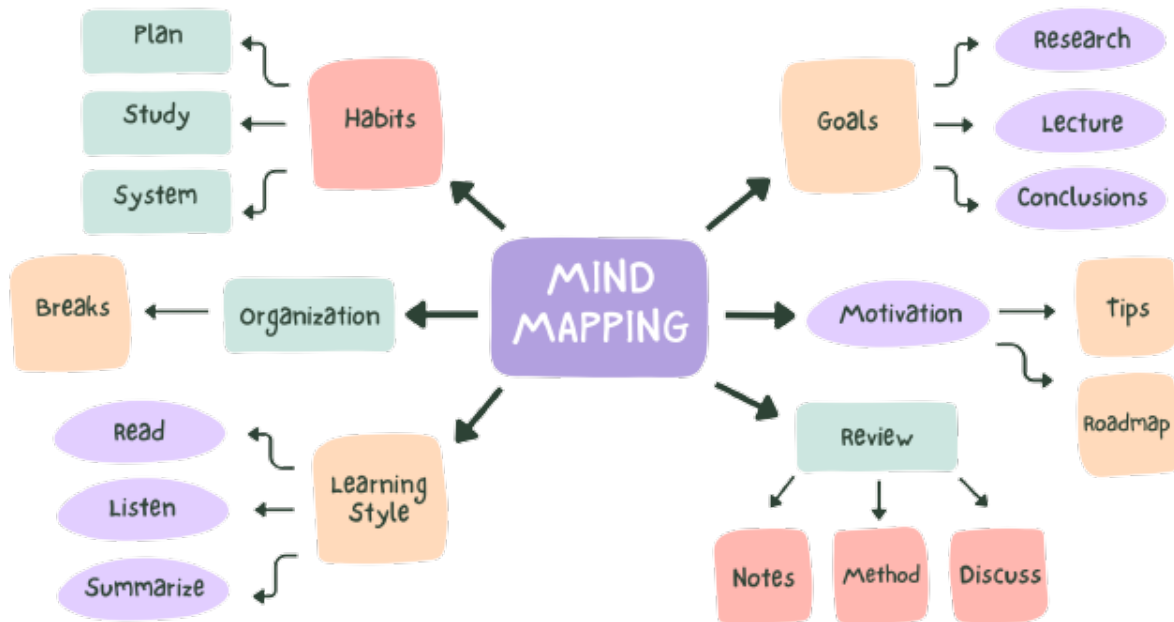
Questions for reflection:

- Did creating the mind map help you see the connections between different tasks or ideas more clearly?
- Were there any surprising insights that emerged as you mapped out your thoughts?
- How did mind maps help organize a complicated task or idea?
- Did you find it easier to identify your priorities after completing the mind map?

A practical tip or trick to apply in your daily life:

If you're struggling with a large task or project, try using a mind map to break it down into smaller, more manageable components. Each time you complete a side task, clear it from your mind map to help you visualize your progress. This can make a daunting project seem more achievable and keep you motivated as you go.

Mind Mapping Technical Table



Here is the table to practice this mapping technique.

Exercise 20: Stress Management

People

with ADHD often experience increased stress due to their challenges with time management, organization, and emotional regulation. This exercise will teach you how to recognize stress triggers and introduce techniques for reducing stress in a sustainable way. By actively managing stress, you'll be able to perform better, maintain better relationships, and improve your overall well-being.

Why it's important:

Stress is a common experience for people with ADHD, as the challenges of staying organized, managing time, and concentrating can feel overwhelming. Chronic stress can further impair focus, productivity, and emotional regulation, creating a negative cycle. Managing stress not only improves mental health, but it also allows you to face life with greater clarity, better decision-making, and more energy. Learning how to manage stress effectively is one of the most important tools for reducing ADHD-related challenges and promoting overall well-being.

By using practical and accessible techniques, you can break this cycle of stress and improve both your quality of life and your ability to manage ADHD symptoms more effectively. Whether it's physical relaxation, mindfulness, or time management techniques, these strategies will equip you with the skills you need to deal with stress head-on.

Step-by-step instructions:

1. Identify your stress triggers:

The first step is to become aware of what is causing you stress. Stress triggers can vary greatly from person to person, but often include things like:

- Tight deadlines
- A cluttered workspace
- Engaging excessively in social activities or events
- Uncertainty or lack of structure
- Emotional overload or feeling overwhelmed

Write down your main stress triggers and note the physical or emotional symptoms you experience when you are stressed. Do you feel tense behind you, have trouble sleeping, or feel irritable or overwhelmed? Recognizing these signs will help you take proactive steps toward managing stress before it intensifies.

2. Develop healthy coping mechanisms: Stress

can often feel uncontrollable, but you can learn how to manage it by developing healthy coping strategies. Some common techniques for stress management include:

- **Deep breathing:** Take slow, deep breaths, inhaling for a count of four, holding for four, and exhaling for four. Repeat this several times to reduce tension and help calm the nervous system.
- **Progressive muscle relaxation:** start at the toes and work your way up to the head, progressively tensing and then relaxing each muscle group.
- **Mindfulness or meditation:** Take a few minutes to practice mindfulness by focusing on your breath and the present moment. If your mind wanders, gently bring it back without judgment.
- **Physical activity:** Exercise is a powerful stress reliever. A walk, a run, or a yoga session can release built-up tension and improve mood.

- **Time management:** Break tasks down into smaller steps, set clear priorities, and use techniques like the Pomodoro technique to avoid feeling overwhelmed.

3. Create a stress relief plan:

Having a specific plan to turn to when you're feeling stressed can make a huge difference.

Develop a "stress relief toolkit" that you can rely on when stress levels rise. This could include:

- A list of relaxation techniques
- A playlist of relaxing sounds
- A short walk or stretching routine
- A phone call to a supportive friend or family member
- A favorite book or hobby to take your mind off things
- Keep this plan handy (on your phone, notepad, or desk) so you can use it quickly when you feel stress building up.

4. Practice regular stress reduction habits:

In addition to using specific techniques in response to stress, it is important to incorporate regular habits that promote overall stress reduction. Consider:

- **Set limits:** Say "no" when you're already at full capacity to avoid doing too many tasks.
- **Sleep hygiene:** Make sure you get enough sleep by following a consistent bedtime routine and creating a relaxing sleeping environment.
- **Nutrition:** Eat a balanced diet, as physical health is closely linked to mental well-being.
- **Take breaks: Regular breaks** throughout the day can prevent burnout and help you stay focused.

5. Reflect on your progress:

After using these techniques for a week, take a moment to reflect on how you feel. Have you noticed a decrease in your stress levels? Are you using your coping strategies more effectively? Are there any adjustments you need to make to your stress management plan? Write down your thoughts and identify what works best for you.

Questions for reflection:

- What are my main stress triggers? How do I usually react to stress?
- Which stress relief techniques worked best for me?
- How do I feel after using stress management strategies? Do I feel more relaxed and in control?

- What other strategies can I explore to better manage my stress?

A practical tip or trick to apply in daily life:

When you start to feel stressed, try the "4-7-8" breathing technique. Inhale for 4 counts, hold for 7 counts, and exhale for 8 counts. Repeat this three times to quickly calm your body and mind. This method can be done anywhere and is effective for reducing anxiety and stress immediately. Be patient with yourself as you learn this technique. It may take some time to develop your rhythm and be comfortable with your breath count.

Level 3: Strengthening skills

(exercises 21-30)

"I dwell in possibility" – Emily Dickinson



Welcome to **Level 3: Skills Consolidation**, where you will take the practical tools and strategies you have learned in previous levels and begin to integrate them into your daily life with more advanced and sustainable techniques. By now, you've become familiar with some of the challenges you face due to ADHD, such as distractions, emotional regulation, and time management. In Level 3, we will focus on consolidating your new habits, taking what you have learned and honing your

skills so that they become second nature. This step is about automating strategies and creating greater long-term consistency.

This means not only managing ADHD challenges when they arise, but proactively structuring your environment and habits to align with your strengths and needs. You'll work on strengthening your time management skills, increasing your ability to focus, and fine-tuning your emotional responses, which will ultimately lead to better control, clarity, and productivity in your daily life. Let's dive into two powerful exercises that will help you refine your approach: **The Morning Routine** and **Delegate Smart**.

Exercise 21: Morning Routine

Goal:

A consistent and intentional morning routine can set the tone for the entire day. For people with ADHD, mornings can often feel rushed, chaotic, and overwhelming, especially if there is no structure in place. This exercise will guide you through the process of creating a personalized morning routine that aligns with your needs, helping you start your day with focus, energy, and a sense of control, all of which contribute to a more productive and successful day.

Why it's important:

The morning can be especially challenging for ADHD sufferers because rushing to prepare, manage distractions, and deal with competing priorities can trigger stress and impulsivity. By establishing a morning routine, you proactively create a framework that allows you to start each day with clarity, reducing the chances of being distracted or overwhelmed. A calm, organized, and predictable morning routine can help you manage your energy, reduce stress, and ultimately create more structure throughout the day. When your morning is set up for success, the rest of the day becomes easier to manage.

Step-by-step instructions:

1. Identify your non-negotiables:

Start by listing the essential tasks you need to do in the morning. These could include things like:

- Brushing your teeth
- Shower
- Have breakfast

- Taking medication
- Preparing for work or school
- Briefly check emails/messages (if necessary)

Consider what you absolutely need to do to feel prepared for your day, as well as any practices that could help you feel grounded, energetic, or focused.

2. Prioritize your tasks:

Once you've identified your non-tradable assets, prioritize them. Some activities, such as taking medication or eating, may need to be done before anything else. Others, such as checking emails or reviewing your to-do list, may be less urgent and may be entered after completing more immediate tasks such as hygiene or breakfast. Prioritizing these tasks ensures that you start your day with intention and don't waste time wondering what to do next.

3. Add optional rituals to improve your mood:

Consider adding some positive mood-boosting activities to your morning routine that help you mentally prepare for the day ahead. Such activities could include:

- Meditation or deep breathing
- Stretching or light exercise
- Listen to uplifting videos or podcasts
- Drink a cup of tea or coffee slowly and consciously
- Keeping a journal or reflecting on your goals

These rituals can promote a sense of calm, focus, and well-being, helping you feel centered and ready to take on the day.

4. Set a realistic time frame:

It's important that your morning routine doesn't feel rushed or overwhelming. Set realistic time intervals for each task. For example, if it usually takes 30 minutes to shower, don't try to rush the 15 minutes. Setting aside time for each task ensures that you don't feel stressed as you switch from one task to the next. Create a routine that works for you, with enough time to feel relaxed but not too much time to lose focus.

5. Start small and build:

If creating an entire morning routine seems daunting, start with a few key elements. For example, you could start by focusing on creating a simple hygiene routine (e.g., showering, brushing teeth, getting dressed) and gradually add more activities over time (e.g., breakfast, stretching,

journaling). Once you have successfully implemented a few basic steps, you can gradually expand your routine.

6. Keep track of your routine:

For the next week, keep track of how your routine is going. Are you able to stick to the schedule? Do you feel more focused and calm in the morning? If you notice any difficulties or areas for improvement, adjust your routine accordingly. Reflect on how each part of the routine helps you start your day and make adjustments to optimize your morning flow.

Questions for reflection:

- What parts of my morning routine felt most natural or enjoyable?
- Were there parts of my routine that felt rushed or unproductive?
- How did my mood or energy levels change after implementing my morning routine?
- Are there any changes I can make to my routine to improve it?

A practical tip or trick to apply in everyday life:

prepare everything you need for the morning before, such as clothes, bag or breakfast items. This simple trick reduces the number of decisions you have to make in the morning and helps your routine feel smoother. Reducing morning decisions also decreases the chance of getting distracted or overwhelmed.

Here is a table template that you can easily use to establish a morning routine. Feel free to swap activities and schedules with activities that are important to your routine:

TASK	PRIORITY LEVEL	CALCULATING TIME	COMPLETE
WAKING UP AND DRINKING A GLASS OF WATER	High	07:00 - 07:05 (5 minutes)	[✓]
BRUSH YOUR TEETH AND FRESHEN UP	High	07:05 - 07:15 (10 minutes)	[✓]
TAKE ALL NECESSARY MEDICATION	High	07:15 AM to 07:20 AM (5 minutes)	[✓]
DO A QUICK 10-MINUTE STRETCH OR LIGHT EXERCISE	Medium	07:20 - 07:30 (10 minutes)	[]

PREPARE AND PREPARE A HEALTHY BREAKFAST	High	07:30 AM to 08:00 AM (30 minutes)	☐
REVIEW YOUR TO-DO LIST OR DAILY JOURNAL	Medium	08:00 to 08:15 (15 minutes)	☐
ENJOY A MINDFUL CUP OF TEA OR COFFEE	Low	8:15 am - 8:30 am (15 minutes)	☐

Exercise 22: Delegate intelligently

Delegating

tasks effectively is a powerful skill, especially when dealing with ADHD. Delegation allows you to lighten your mental load, increase efficiency, and focus on what matters most. This exercise will teach you how to identify tasks you can delegate, how to select the right people to delegate to, and how to communicate effectively to ensure tasks are completed as needed. Learning how to delegate intelligently is key to managing the multiple needs of your day, while also focusing on your strengths and priorities.

Why it matters:

One of the challenges that people with ADHD often face is feeling overwhelmed by too many tasks or responsibilities. The tendency to over-hire, especially when overwhelmed, can lead to burnout and decreased productivity. However, by learning to delegate smartly, you can distribute tasks and responsibilities in a way that minimizes stress and helps you stay focused on your key priorities. Whether delegating work tasks, household chores, or social responsibilities, smart delegation is an essential skill for freeing up mental space and improving overall effectiveness.

Step-by-step instructions:

1. Identify tasks to delegate:

Take a moment to list any tasks or responsibilities you currently manage. Be honest about which ones are necessary for you on your own and which ones could be handled by others. Tasks to delegate can include:

- Administrative tasks (e.g., scheduling, email management)
- Household chores (e.g., cleaning, groceries)

- Social obligations (e.g., coordination of group activities, running errands)
- Job responsibilities (e.g., research, reports, presentations)

Look for activities that don't require your unique skills or expertise, and consider whether someone else could do them just as effectively or even better.

2. Choose the right person for the task:

When deciding who to delegate to, consider the strengths and abilities of those around you. Choose someone who is able to complete the task effectively, and make sure they have the time and resources to do so. If possible, ask people directly if they have the bandwidth to do certain tasks. For example:

- At work: "Would you be able to handle the initial research for this report?"
- At home: "Can you do the laundry this week while I focus on this project?"
- In social situations: "Could you help me coordinate next weekend's event? I need help with planning."

3. Provide clear instructions and expectations:

To ensure that the task is completed in the way you need it, provide clear instructions and set expectations ahead of time. It explains the desired outcome, the timeline for completion, and all the key details that the person should be aware of. Clear communication reduces misunderstandings and helps the person feel confident in completing the task.

- **Example:** "I need to go shopping by Thursday afternoon, and the key items to pick up are listed in the shared app."
- **Example:** "The report should be about 5 pages long and include data from the last three months. I would like it on my desk by Friday morning".

4. Follow up and offer support:

Once you've delegated a task, don't handle it in a meticulous way, but check it to make sure things are on track. Offer your support and be available for any questions or clarifications. This helps to prevent potential obstacles or misunderstandings.

- **Example:** "Let me know if you have any problems completing the task. I'm happy to help if needed."

5. Reflect on the outcome:

After the task has been completed, take a moment to reflect on how the delegation process went.

Was the task successfully completed? Did the person you delegated to feel supported? What could you improve in future delegations?

- **Example:** "How did I feel after delegating this task? Did it reduce my stress?"
- **Example:** "Is there anything I can do differently next time to make delegation more efficient?"

Questions for reflection:

- What tasks did I hesitate to delegate and why?
- How has delegation affected my productivity and stress levels?
- Did I feel confident in my ability to delegate and what could I improve for future delegations?
- Who in my life (work, family, friends) is able to help me with specific tasks and how can I cope with them?

A practical tip or trick to apply in daily life:

start small by delegating one or two tasks a week. This helps you practice the art of delegation without feeling overwhelmed. With time, you'll become more comfortable entrusting tasks to others, leading to better productivity and less stress.

Exercise 23: Weekly monitoring

Objective:

The weekly monitoring exercise is designed to help you track your progress, identify patterns, and adjust your strategies for managing ADHD. By tracking your week in a structured way, you gain valuable insights into how your time, attention, and energy are being used. This exercise encourages constant reflection, which will help you build better habits and make adjustments to your approach if necessary. The goal is to make proactive changes to stay on top of your goals, responsibilities, and self-care, ultimately helping you manage your ADHD symptoms more effectively.

Why it's important:

The unpredictable nature of ADHD often leads to feeling overwhelmed or uncertain about what works and what doesn't. Without regular monitoring, it's easy to lose track of your progress or fall into unproductive patterns. Weekly tracking allows you to reflect on the successes and challenges

of the previous week, giving you the opportunity to make small, consistent improvements. This exercise helps you stay accountable to yourself, identify areas that need adjustment, and recognize what works well in your ADHD management strategies.

By making weekly check-ins a regular practice, you can create a self-assessment routine that keeps you grounded and aware of your needs, allowing you to fine-tune your efforts to align with your goals. Tracking also provides a space to celebrate your achievements, no matter how small, reinforcing positive progress and motivation.

Step-by-step instructions:

1. Set a weekly review time:

The first step is to carve out a specific time each week to review your progress. It could be a Sunday night, a Friday afternoon, or any time that fits well into your routine. The key is to make this a non-negotiable part of your week. Set a reminder not to forget and dedicate a quiet space to reflect without distractions.

2. Review your goals and priorities:

Start by looking at your goals and priorities for the week. What did you want to achieve? What were your main goals, both professionally and personally? Make a list of these goals, then compare them to what you've actually achieved. Were there any goals you didn't achieve? Were there any surprises, positive or negative?

3. Evaluate your time management:

Reflect on how effectively you managed your time during the week. Have you found yourself distracted by distractions? Were there specific moments when you were particularly productive, or was there a time when you struggled to concentrate? Try to identify the patterns that have contributed to both your successes and struggles. If some tasks or projects took longer than expected, what contributed to this? Was it a lack of concentration, procrastination or an underestimation of the time needed?

4. Assess emotional regulation and impulsivity:

Take note of how well you managed your emotions and impulses during the week. Have there been any instances where you have reacted impulsively or struggled with emotional regulation? Reflect on any emotional ups or downs you've experienced, and think about what triggered them. Have you used any strategies to manage these feelings, such as deep breathing, time-outs, or mindfulness? Were there times when you could have reacted differently?

5. Monitor self-care and health:

Self-care is an important aspect of managing ADHD. Reflect on how well you have taken care of your physical, emotional, and mental health during the week. Have you found time to exercise, proper nutrition or relax? Have you slept enough? Were you able to manage your stress levels? Identify any areas of self-care that need more attention or improvement.

6. Adjust and set new goals:

Based on your review, make changes for the next week. If you've noticed patterns that haven't served you well (e.g., procrastination, lack of focus), think of specific strategies you can implement to improve. Set new goals or refine existing ones to make them more attainable. Consider what worked well and find ways to build on those successes. If you feel overwhelmed by certain tasks, break them down into smaller, more manageable steps for the following week.

7. Celebrate your victories:

Take time to celebrate any progress, no matter how small. Maybe you completed a big project, stuck to your routine for a few days, or simply noticed a positive change in your emotional regulation. Acknowledging these victories reinforces positive behavior and creates motivation for the coming week.

Questions for reflection:

- What were my biggest hits this week? What went well?
- Where did I struggle the most and why?
- Have I followed my planned time management strategies? What needs to be improved?
- How did I manage my emotions and impulses during the week?
- Have I prioritized self-care? What could I do to take better care of myself?
- What specific changes can I make for the next week to improve my productivity and well-being?

A practical tip or trick to apply in daily life:

to make your weekly monitoring process more effective, keep a simple "weekly diary" or diary in which you write down your reflections during the week. That way, when it's time to revise, you don't have to rely on memory alone. Daily progress tracking can make weekly reflection smoother and more insightful.

Exercise 24: Memory Training

Memory

training is an exercise designed to improve working memory, which can often be a challenge for people with ADHD. Working memory is the ability to retain and manipulate information in the mind for short periods of time, and it plays a vital role in attention, organization, and task completion. This exercise focuses on strengthening memory skills using a variety of techniques that can help you retain information more effectively, stay focused on tasks, and reduce the impact of forgetfulness in daily life.

Why it's important:

People with ADHD often struggle with memory lapses, particularly in remembering important details, monitoring tasks, or following instructions. This can lead to frustration, missed deadlines, and a sense of disorganization. Memory training helps you develop strategies for retaining and remembering information better, making it easier to manage both daily tasks and long-term projects. Improving your memory can also reduce anxiety, as you won't need to rely as much on external reminders and can focus more clearly on your current tasks.

Step-by-step instructions:

1. Practice active recall:

One of the most effective techniques for memory training is active recall, which involves actively trying to remember information without relying on external prompts. For example, if you need to remember key points from a meeting or a book you're reading, take a few minutes later to recall the main ideas without looking at your notes. Try to visualize the information and don't be afraid to challenge yourself by remembering more details than you might initially think you could. This strengthens your ability to retain information over time.

2. Use chunking to simplify information:

Chunking is the practice of breaking down large amounts of information into smaller, more manageable chunks. This technique makes it easier for the brain to process and retain information. For example, when trying to remember a long phone number, break it down into three- or four-digit groups (for example, 555-123-4567). You can also apply this strategy to complex tasks or projects by dividing them into smaller steps or components. Chunking can help you retain important details without feeling overwhelmed by large amounts of information.

3. Create visual or mnemonic cues:

Using visual and mnemonic aids can make it easier to remember information. Mnemonics are memory aids that help you associate words, phrases, or images with specific details. For example, if you need to remember a series of steps in a process, create an acronym using the first letter of each step. Visual cues can include diagrams, graphs, or even simple drawings that represent key concepts. Associating visual or verbal cues with information helps to make it more memorable and accessible.

4. Practice Spaced Repetition:

Spaced repetition is a technique in which you examine information at increasing intervals over time. Instead of cramming all the information at once, space your review sessions over several days or weeks. This technique is particularly useful for retaining information in the long term. For example, if you need to remember important details for a presentation or exam, review your notes a day after you learn them, then again a few days later, and then a week later. Spaced repetition helps move information from short-term to long-term memory.

5. Use mind maps to organize information:

Mind maps are a great tool for visually organizing information and connecting concepts. By creating a mind map, you can see how various ideas or activities are related, which helps you retain and remember information more effectively. Start with a central idea in the middle of the page and work your way up to related topics or activities. Mind maps help you visually map the relationships between information, making it easier to see the "big picture" and remember details when needed.

6. Practice memory games or puzzles:

Memory games, puzzles, and exercises are a fun and interactive way to improve your working memory. Take part in activities such as crossword puzzles, Sudoku or apps designed to train your memory. These activities challenge the brain to retain and recall information quickly, improving overall memory performance.

Questions for reflection:

- What memory techniques have I found most useful for retaining information?
- What tasks or details do I tend to forget the most? How can I deal with these gaps in my memory?

- How has using memory training techniques helped me stay organized and focused throughout the week?
- Were there any specific techniques that helped me retain important information more effectively?

A practical tip or trick to apply in daily life:

To increase memory recall, always try to explain a concept or piece of information to someone else in your own words. Teaching someone else what you've learned forces your brain to organize and clarify information, which helps strengthen it in your memory.

Exercise 25: Managing Multitasking

Objective:

Multitasking is often seen as a skill, but for many people with ADHD, it can be a double-edged sword. While multitasking may seem efficient, it often leads to distractions, reduced quality of work, and difficulty managing multiple responsibilities at once. This exercise will help you develop a strategy for managing multitasking and sharpening your focus. You'll learn how to make deliberate choices about when to multitask and when to focus on a single task to improve your efficiency, productivity, and overall sense of control.

Why it matters:

Multitasking may seem like an essential skill in today's fast-paced world, but for people with ADHD, attempting to juggle too many things at once can quickly become overwhelming. It often leads to mistakes, forgotten tasks, or an overall sense of chaos. The key isn't to eliminate multitasking altogether, but to understand when it's helpful and when it can hinder progress. This exercise helps you create awareness about your multitasking habits, recognize situations where focus is key, and develop a more effective approach to task management.

By honing your ability to multitask, you can reduce feelings of stress and distraction while improving the quality and efficiency of your work. It's not about doing everything at once, but rather about being intentional in how you manage your attention.

Step-by-step instructions:

1. Assess your multitasking habits:

Start by reflecting on how you typically multitask. Are you always trying to do multiple things at once, or do you find yourself switching between tasks often? Make a list of situations where you tend to multitask, whether it's checking emails during a video call, trying to clean the house while preparing a report, or working on multiple projects at once. Identify what you hope to achieve with multitasking and whether it really works for you.

2. Recognize when multitasking is unproductive:

Note situations where multitasking leads to mistakes, forgetfulness, or frustration. For example, do you find that you lose track of important details when trying to juggle tasks? Are you completing things halfway, without devoting all your attention to any task? Recognizing when you don't need to multitask allows you to adapt your approach.

3. Set limits for multitasking:

For the next few days, choose specific times during which you will limit multitasking. Focus on one task at a time and see how it feels to give it your full attention. For example:

- When working on a project, put your phone away or turn off notifications.
- When you have a conversation, give the person your full attention instead of checking their phone or emails.
- Set aside specific times for tasks like checking messages, rather than constantly doing it throughout the day.

4. Prioritize tasks based on importance:

Multitasking can sometimes seem like a way to get more done, but it's crucial to prioritize tasks based on urgency and importance. Use a task management system, such as the Eisenhower Matrix (urgent vs. important), to categorize your tasks. This can help you decide which activities require your maximum concentration and which activities can be combined with other activities.

5. Set a time for "concentrated" work:

Spend blocks of time focusing on a single task. Use techniques like the Pomodoro Technique to break down your tasks into focused intervals (e.g., 25 minutes of work followed by a 5-minute break). This technique helps prevent distractions and gives the brain a break between activities, reducing the urge to multitask.

6. Track your progress and adjust:

Track how often you multitask and how it affects the quality of your work. Reflect on what works well and where you may need to refine your approach. Over time, try to gradually reduce the amount of multitasking and notice how it affects productivity, focus, and stress levels.

Questions for reflection:

- In what situations do I tend to multitask the most and why?
- How does multitasking affect the quality of my work or tasks?
- When I focus on one task at a time, how do I feel afterwards? Is it more satisfying than trying to multitask?
- What strategies or limits can I implement to reduce unnecessary multitasking?
- How can I balance tasks that require intense focus with tasks that can be handled at once?

A practical tip or a trick to apply in everyday life:

If you find that you can't avoid multitasking (for example, during meetings or when doing tasks that require less brain power), consider using tools like "task batching." Group similar tasks together to minimize cognitive load. For example, check emails at the same time every day instead of sporadically throughout the day, or save phone calls for specific time slots. This strategy allows you to multitask effectively without feeling overwhelmed.

Exercise 26: Personal feedback

Objective:

Personal feedback is a powerful tool for self-improvement and growth. This exercise will guide you through the process of gathering feedback from various areas of your life, whether from peers, family members, or self-reflection, and use that feedback to improve your approach to managing ADHD. The goal is to develop a continuous habit of self-awareness and openness to feedback, which allows you to fine-tune your behavior and strategies to achieve even better results.

Why it matters:

For people with ADHD, self-awareness is a cornerstone for managing symptoms and improving performance. Feedback, both from others and self-reflection, offers critical insights into how well you are managing your time, emotions, and behaviors. Many people with ADHD may have difficulty understanding how their actions are perceived by others or how certain behaviors affect

their productivity and relationships. Collecting feedback provides a mirror, helping you see the areas where you're excelling and where you may need improvement.

Step-by-step instructions:

1. Identify Areas of Feedback:

Start by identifying areas of your life where you could benefit from feedback. These could include:

- ✓ Time management (e.g., are you completing tasks on time?)
- ✓ Emotional regulation (e.g., how do others perceive your emotional responses?)
- ✓ Productivity and task completion (e.g., are you meeting commitments?)
- ✓ Social interactions (e.g., are you communicating effectively with friends, family, and colleagues?)

Consider both personal and professional areas where feedback would be helpful in improving ADHD management.

2. Ask for feedback from others:

Reach out to trusted people in your life, whether it's a coworker, family member, or friend, and ask for specific feedback on your performance, behaviors, or habits. Frame your request in a way that encourages constructive feedback. For example:

- "I tried to improve my time management skills. Can you tell me if you have noticed any areas where I could be more organized or focused?"
- "I worked to better manage my emotions. What do you think my emotional reactions are like in stressful situations?"

Be open to both positive and constructive feedback, and avoid getting defensive. This is an opportunity to learn and grow, not to judge yourself harshly.

3. Self-reflection:

In addition to external feedback, engage in self-reflection. Spend some time each week reviewing your progress and reflecting on your behavior, actions, and emotions. Ask yourself questions like:

- "How did I handle distractions this week? What worked and what didn't?"
- "Was I able to regulate my emotions in stressful situations? Were there times when I could have reacted differently?"
- "Did I stay on track with my goals or let distractions or procrastination take over?"

4. Analyze and synthesize feedback:

Once you've gathered feedback from others and your self-reflection, analyze the information you've received. Look for common themes or patterns. Are there consistent areas where you can improve? What strengths have others noticed in you that you should continue to build on? Take note of specific behaviors or habits that you can work to change.

5. Set actionable goals based on feedback:

Based on the feedback, set specific, actionable goals for yourself. For example:

- ✓ If you've received feedback about procrastination, set a goal to use time-blocking techniques to improve productivity.
- ✓ If you've learned that you tend to interrupt people during conversations, create a strategy to practice active listening and allow others to speak fully before responding.
- ✓ If your emotional regulation needs work, set a goal to practice mindfulness techniques to better manage stress.

Make these goals realistic and measurable, so you can track your progress.

6. Review feedback regularly:

Feedback is not a one-time process. Get into the habit of controlling yourself and those around you. Set a reminder to ask for feedback at regular intervals, monthly or quarterly, to track your progress over time.

Questions for reflection:

- What feedback have I received that has surprised me, positively or negatively?
- How did I feel about the feedback I received? Was I open or did I feel defensive?
- What specific changes can I make based on the feedback and how will I implement them?
- How can I continue to seek feedback and use it for my personal growth?

A practical tip or a trick to apply in everyday life:

Keep a feedback journal where you record the feedback you receive, both from others and from self-reflection. Over time, this will become a valuable resource that will allow you to track your progress and see how far you've come in managing your ADHD. You'll also be able to identify patterns and adjust your strategies as needed.

Exercise 27: The Challenge of Distraction

Objective:

The Distraction Challenge is designed to help you become more aware of distractions in your environment and provide practical strategies for reducing or managing them. The goal of this exercise is not only to identify distractions that prevent you from concentrating, but also to train your brain to stay focused, even when distractions arise. By taking on this challenge, you will develop a more conscious approach to your work and daily tasks, ultimately helping you improve your focus and productivity.

Why it matters:

Distractions are one of the most significant obstacles for people with ADHD, preventing them from staying focused and completing tasks. Whether it's the allure of social media, a noisy environment, or internal distractions like racing thoughts, these interruptions can derail your progress and lead to frustration. However, by increasing your awareness of the distractions around you and adopting strategies to manage them, you can regain control of your attention and improve your ability to complete tasks. This exercise will help you build resilience against distractions and become more intentional about where to direct your attention.

Step-by-step instructions:

1. Identify common distractions:

Start by taking inventory of distractions in your environment. Make a list of the things that often distract your attention from your tasks. These distractions can be both external (e.g., noise, notifications, other people) and internal (e.g., daydreaming, anxiety, hunger). You may be surprised by how many distractions you face every day, so try to be as thorough as possible in identifying them.

2. Designate distraction-free zones:

Create specific spaces for concentrated work or relaxation where distractions are kept to a minimum. For example, set up a quiet corner to work, with minimal stimuli, such as putting your phone on silent and closing unnecessary tabs on your computer. If you work in an office or shared space, consider wearing background noise-canceling headphones or using background noise apps

to drown out distractions. For home tasks, create a dedicated space where you can focus on personal projects, without interruption.

3. Time your work and intervals without distractions:

Use a time blocking strategy to allocate specific periods of concentrated work followed by breaks. For example, work in uninterrupted blocks of 25 minutes (using the Pomodoro Technique) followed by a 5-minute break. During your work break, try to eliminate all distractions. Set a timer, and when the break period arrives, allow yourself to check your phone, have a snack, or do something unrelated to work. By structuring your time in this way, you create a clear boundary between concentrated work and downtime.

4. Challenge yourself with an "anti-distraction" goal:

Set a goal to complete a task or activity for a set amount of time without getting distracted. Start with a manageable goal, such as 10 minutes of uninterrupted work, and gradually increase the duration. Keep track of your success, and if you're feeling distracted, simply get back to the task without self-criticism. Recognize that distraction is a part of life, and the key is how quickly you can get back to focusing.

5. Create a "distraction journal":

During this exercise, keep a journal to keep track of your distractions and how you handle them. Whenever you feel distracted, write down what happened. Was it an external distraction (e.g., someone knocked on your door, did you hear a noise)? Or was it internal (e.g., you got distracted from your thoughts, started to worry)? After registering the distraction, ask yourself what strategies worked to bring your attention back to the task at hand. Have you used a tool like time blocking? Did you take a break to reset? Tracking these responses will give you an idea of which strategies are the most effective for you.

6. Celebrate your victories:

After each successful block of time without distractions, celebrate your achievement. Whether it's completing a task or simply staying focused for a set period, recognizing your efforts increases motivation and reinforces positive habits. Write a short note of appreciation for yourself and use it as fuel for the next challenge. Celebrate progress, no matter how small, because it's part of building sustainable habits of focus.

Questions for reflection:

- What were the most frequent distractions I encountered during the challenge?

- How did I feel in the moments when I was able to avoid distractions? Have I noticed any difference in my productivity or sense of accomplishment?
- Were there times when I struggled to stay focused? What could I do differently next time?
- What strategies have helped me the most to reduce distractions? How can I make them an integral part of my routine?

A practical tip or a trick to apply in everyday life:

Use a "distraction box" or "distraction jar" to remind yourself to stay focused. Put your phone, gadgets, or other distractions in the box while you work, and allow yourself to retrieve them only during designated break times. This simple physical act can serve as a visual reminder to resist the urge to check your phone or respond to every notification.

Exercise 28: Managing complex projects

Objective:

Managing complex projects can feel overwhelming, especially when ADHD is in the mix. This exercise helps you break down large, multifaceted projects into manageable chunks, allowing you to stay organized, focused, and on track. By applying a step-by-step approach, you can reduce the anxiety and procrastination that often come with starting big projects. This exercise aims to teach you how to create clear plans, set realistic goals, and get your tasks done, one step at a time.

Why it matters:

Big projects can often feel like a mountain too steep for people with ADHD to climb. The scale of a task, combined with the potential for distractions, can lead to procrastination and stress. However, by breaking the project down into smaller, more digestible parts, you can make it more achievable. This exercise will help you tackle complex tasks in a structured way, allowing you to gain momentum and complete the project successfully without feeling overwhelmed. The focus is on progress, not perfection, and the goal is to move forward step by step.

Step-by-step instructions:

1. Define the scope of the project:

Start by clearly defining the project. Write down what the end goal looks like. For example, if you're working on a report, what does a "finished report" look like? If you're organizing an event, what are the specific results you want to achieve? Clearly articulating your goals is crucial before breaking the project down into smaller tasks.

2. Break it down into manageable tasks:

Once you've defined the end goal, break down the project into smaller, more manageable tasks. These tasks should seem achievable and specific. For example, instead of "writing a report," break it down into tasks such as "research topic," "outline main points," "write an introduction," "write a conclusion," and so on. Be as specific as possible so that each task is clear and actionable. This reduces the feeling of overwhelm and provides you with a roadmap to success.

3. Set realistic deadlines for each task:

Assign realistic deadlines for each task. Make sure deadlines are achievable and fit your schedule. For example, you might decide to finish your search by Wednesday and complete the model by Friday. Be aware of how much time each task realistically takes, and remember that tasks often take longer than we expect. Setting clear deadlines helps you stay on track and ensures that you make progress towards the bigger goal.

4. Use a project management tool or visual tracker:

To stay organized, use a project management tool or visual tracker. You could use a physical to-do list, a digital app, or a simple spreadsheet to keep track of every task and deadline. Having a visual representation of your progress can be incredibly motivating, as you'll see how far you've come and what remains to be done. Plus, ticking off completed tasks is rewarding and keeps you on track.

5. Take regular breaks and reset:

Tackling complex projects requires constant focus, but it's important to take breaks to avoid burnout. Use techniques like the Pomodoro Technique, where you work in targeted blocks of time (e.g., 25 minutes) followed by short breaks (e.g., 5 minutes). This helps you maintain energy and focus throughout the project. During breaks, step away from the project and engage in something refreshing (e.g., stretching, deep breathing, a brisk walk) to reset your mind.

6. Monitor your progress and adjust:

Review your progress regularly and make adjustments as needed. Are you meeting deadlines? If not, reevaluate the timing and make adjustments. Be flexible in your approach, but keep moving forward. The key is to make steady progress, no matter how small, and adapt as you go.

7. Celebrate milestones:

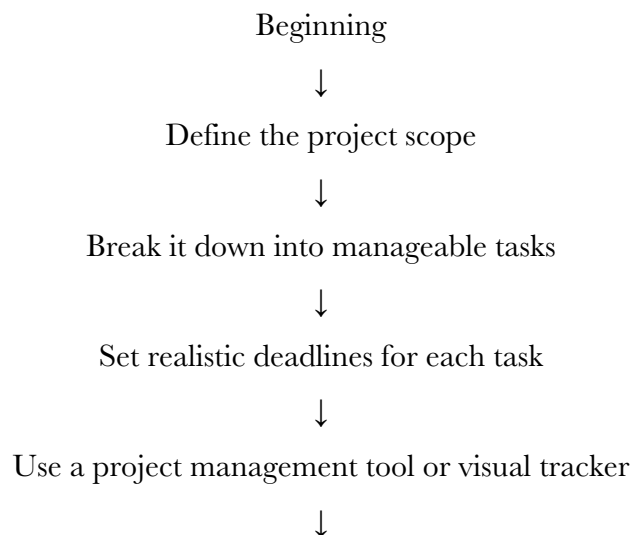
Don't wait until the whole project is finished to celebrate. Recognize and celebrate small milestones along the way, such as completing a task, meeting a deadline, or simply staying on track. This reinforces positive behavior and creates motivation. Every step forward is a milestone worth celebrating!

Questions for reflection:

- What was the most challenging part of breaking the project down into smaller tasks? Did I feel overwhelmed by the scope at first?
- How has setting specific deadlines helped me better manage the project? Were my deadlines realistic?
- What strategies have helped me stay on track with the project and how can I continue to apply them to future projects?
- How did I feel while celebrating small milestones? Did it make the process more rewarding?

A practical tip or a trick to apply in everyday life:

To avoid procrastination, try to make the first step of the project as easy as possible. Starting with a simple and achievable task will help you build momentum. This could be something like sending an email, collecting materials, or simply writing an outline. Once the first small step is complete, the rest of the project will seem more manageable.



Take regular breaks and reset



Track your progress and adjust



End

Exercise 29: Celebrating Successes

Celebrating

successes is a crucial but often overlooked part of managing ADHD. Many people with ADHD are used to focusing on what doesn't work, or they may feel that their efforts are never enough. This exercise aims to change this mindset by helping you recognize and celebrate your victories, no matter how small. It's about building positive reinforcement into your routine, boosting self-esteem, and developing a mindset that values progress over perfection. Through regular celebration of successes, you'll increase motivation, improve self-compassion, and build confidence in your ability to handle ADHD-related challenges.

Why it's important:

For people with ADHD, it's easy to get caught up in the struggle and forget about the results. You may be so focused on tasks that remain incomplete or goals that seem out of reach that you overlook the small victories you achieve along the way. This focus on what is missing can lead to feelings of inadequacy or frustration, making it even more difficult to stay motivated. Celebrating successes, big and small, creates a feedback loop that encourages further progress and strengthens your ability to succeed. It also helps to create a more compassionate relationship with yourself, where you acknowledge your efforts rather than just your setbacks.

By acknowledging your victories, you're training your brain to shift focus from challenges to triumphs, improving your overall emotional regulation, self-awareness, and resilience.

Step-by-step instructions:

1. Reflect on recent successes:

Take some time to reflect on recent achievements. These successes can range from big achievements to small daily wins. For example, did you complete a work task on time? Were you able to stay focused during a meeting? Are you finally done organizing that cluttered area of your

home? Write down as many successes as you can think of, no matter how insignificant they may seem.

2. Celebrate meaningfully:

Once you've identified your accomplishments, plan a way to celebrate them. It doesn't have to be elaborate or expensive. Here are some ways to celebrate:

- ✓ Treat yourself to something you enjoy, whether it's a special meal, a movie, or a relaxing activity.
- ✓ Share your success with someone you trust. Whether it's a friend, family member, or colleague, telling someone about your accomplishment reinforces the positive experience.
- ✓ Take a moment to acknowledge your efforts. Take a break, take a deep breath, and reflect on what you've achieved. Give yourself credit for taking action, even if the task was difficult.

3. Create a "success journal":

Develop a habit of keeping a "success journal" where you write down your accomplishments daily or weekly. The purpose of this journal is to provide a consistent reminder of how far you've come. When you're feeling overwhelmed or discouraged, look back in your journal to rekindle motivation. This practice helps you maintain a positive outlook on your progress and reduces the tendency to focus only on what remains to be done.

4. Celebrate small wins regularly:

Make it a habit to celebrate even the smallest successes. Completing a task that took a long time to complete, avoiding a distraction, sticking to a schedule, or handling a stressful situation are all wins that deserve recognition. The key is to celebrate consistently, so you can create a positive reinforcement cycle that encourages continued growth and effort.

5. Recognize effort, not just results:

It's important to recognize that success isn't just about the outcome, it's about the effort you put into the process. Even if the result wasn't perfect, celebrate your commitment, perseverance, and progress. For example, if you've worked on a project but haven't achieved all of your goals, celebrate the effort you've put in to complete what you could. This approach reinforces the idea that growth and commitment matter, not just perfect results.

6. Visualize future successes:

Before moving on to new tasks or projects, take a moment to visualize your future successes. Imagine completing tasks efficiently, staying on track, and celebrating your accomplishments.

This positive visualization boosts confidence and sets a tone of optimism for upcoming challenges.

Questions for reflection:

- What small successes have I achieved recently for which I have not recognized myself?
- How did I celebrate my successes and how did I feel?
- How can I remind myself to celebrate the effort, not just the result, moving forward?
- What impact has the celebration of successes had on my motivation to continue working on my goals?

A practical tip or trick to apply in your daily life:

If you find it difficult to remember to celebrate your successes, consider setting a reminder in your phone or calendar to reflect and celebrate your achievements at the end of each week. This could be a quick moment of reflection before relaxing for the day, or a more deliberate celebration at the end of a productive week.

Write down your success!

Exercise 30: Planning for the future

Planning

for the future is essential for creating long-term success, especially for people with ADHD. This exercise will guide you through the process of setting meaningful, achievable goals and developing a realistic plan to make those goals a reality. You'll learn how to break down long-term goals into manageable steps, identify potential challenges, and anticipate the support systems you'll need along the way. This exercise is about proactive planning to help you stay on track, overcome obstacles, and work toward a fulfilling future.

Why it matters:

For people with ADHD, the future can often seem overwhelming or uncertain. Long-term planning might seem like a daunting task, and the fear of failure or unpredictability can cause procrastination. However, having a clear plan for your goals helps reduce anxiety and provides structure and direction. It allows you to break down big dreams into manageable steps, which is key to staying motivated and focused. Planning for the future allows you to take control of your life and move toward a future that aligns with your values and aspirations.

This exercise will help you understand how to break down your long-term goals into actionable tasks, set realistic timelines, and build a roadmap that can guide you through the ups and downs of your ADHD journey.

Step-by-step instructions:

1. Clarify your long-term goals:

Start by clarifying your long-term goals. What do you want to achieve in the next year, three years or five years? These could be personal or professional goals, such as improving your career, maintaining better relationships, getting fit, or developing new skills. Write these goals down clearly, making sure they are specific, measurable, and realistic.

2. Break each goal down into smaller steps:

Once you've identified your long-term goals, break them down into smaller, more manageable tasks. For example, if your goal is to run a marathon, break it down into steps like:

1. Research training programs.
2. Set a schedule for weekly runs.
3. Increase endurance with smaller races.
4. Sign up for the marathon.

These small steps should be actionable and realistic. Make sure you can reach them within a reasonable amount of time, so they don't overwhelm you.

3. Set realistic deadlines:

For each step, set realistic deadlines. Create a timeline that will guide you through completing smaller tasks. Make sure deadlines are achievable, considering your schedule and current commitments. Don't overwhelm yourself – give yourself some space to adjust the timeline if necessary.

4. Anticipate obstacles:

Think about obstacles that may arise as you work toward your goals. Common ADHD challenges, such as distractions, procrastination, or forgetfulness, can hinder your progress. Anticipating these obstacles allows you to create backup plans or strategies to stay on track. For example, if procrastination is an issue, use techniques like the Pomodoro technique or enlist a responsible partner to help you stay motivated.

5. Identify support systems:

Consider who or what could help you achieve your goals. This could be a mentor, family

member, therapist, or specific resources (e.g., apps, books, workshops). Think about the kind of support you need to stay motivated and on track. Establishing this support system early helps ensure that you have the resources you need when challenges arise.

6. Review and adjust your plan regularly:

Life is unpredictable, and your goals can evolve as you go. Set up regular check-ins to review your progress and adjust your plan if necessary. These reviews can be monthly or quarterly, depending on the scope of your goals. Stay flexible and open to change: Remember that setbacks can happen and are part of the process.

7. Celebrate milestones along the way:

As you reach milestones on your way to your long-term goals, take time to celebrate. This will keep you motivated and provide you with positive reinforcement to continue your journey. Whether it's to achieve a mini-goal or stick to a timeline, recognizing your progress builds momentum and encourages further efforts.

Questions for reflection:

- What are the most important long-term goals for me right now and why?
- How has breaking down my goals into smaller steps made them feel more attainable?
- What obstacles do I foresee and what strategies can I put in place to overcome them?
- How can I make sure I have the support I need to achieve my goals?

A practical tip or trick to apply in your daily life:

Keep a bulletin board or vision list of "future goals" somewhere visible in your home or workspace. This visual reminder will keep you focused on your long-term aspirations and motivate you to take baby steps to achieve them. Seeing your goals every day helps you stay grounded in the big picture, even during difficult times.

Conclusion

First, take a moment to really celebrate. You've just completed a journey that wasn't about perfection or quick fixes, but about taking control. You've learned to recognize the patterns that affect your attention, emotions, and impulses, and you've built a set of tools that will help you deal with the daily challenges of ADHD with greater confidence and ease. This is something worth acknowledging!

Let's be real, ADHD can feel like an unwanted guest that never goes away, always showing up at the worst times, keeping you distracted, impulsive, and overwhelmed. But here's the thing: you're not alone in this. And best of all, ADHD doesn't define you. It's simply a part of the puzzle that makes you *yourself*. Through this book, you've explored how to make ADHD work for you, not against you. And that's the thing: learn to use your brain's quirks as strengths, not obstacles.

The power of consistency:

Here's the fact of the matter: what you've learned so far isn't a one-size-fits-all deal. The strategies on these pages are tools, not magic wands: they require practice. This is not a race; It's a marathon and it's perfectly fine to move at your own pace. There will be days when you feel like you're on top of the world and others when things fall apart (trust me, I've been there). But the beauty lies in *staying there*. Every time you revisit an exercise, even if it's just to tweak something that didn't work last time, you're reinforcing a new habit. And little by little, these habits will change your life in ways that will empower you.

Don't think of this as a "cure" for ADHD, think of it as a toolkit for living your best and most authentic life with ADHD. It's about figuring out how you work, tapping into your strengths, and setting yourself up for success, one small step at a time.

Next steps: Keep the momentum going:

You've built a solid foundation, but the real magic happens when you move forward. Consider this your starting point. Continue to practice these exercises: repeat the ones that worked and don't be afraid to revisit the difficult ones. Remember, growth happens with repetition and real-world

testing. Also, don't feel like you have to take care of everything at once. You can work on a strategy for a week or a month until it feels natural, then move on to the next.

What if you feel a little stuck? Please feel free to contact us. Whether it's chatting with a coach, therapist, or even just a friend who "understands," getting support is a game-changer. ADHD can be a wild ride, but it's easier to navigate with the right people by your side.

Get the support you deserve:

As you go, keep in mind that professional assessment or therapy can offer you even more personalized strategies. This book is a tool, not a substitute for professional help. But it's a solid starting point. If you've found yourself nodding with some of these exercises and feel like there's more to explore, consider seeing an ADHD coach or therapist who can help you deepen your strategies and build more personalized systems.

Don't forget to celebrate:

Finally, *celebrate*. It's easy to overlook the small wins, especially when living with ADHD. But progress is progress, no matter how small it may seem. Maybe you've stuck to a morning routine for a few days. Maybe you got through a stressful situation without reacting impulsively. These are victories. Great victories. So don't be shy: brains. Give yourself credit for showing up, even when it wasn't easy.

You are learning to work with your brain, not against it. You're becoming more in tune with your unique rhythms and finding ways to make ADHD work *for* you. That's the real power here: self-awareness, self-compassion, and determination to keep going, even on days when things seem off track. You have the tools, the mindset, and the drive to succeed. Now go out and show the world how awesome you are.

You have it. Keep moving forward, keep growing, and trust that the best version of you is revealing itself, one day at a time.